



**Galveston College**

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**Galveston College Security Department**

Campus Security and Fire Safety

**Report 2020**

## A Message from the President

Student success is at the core of everything we do at Galveston College. Ensuring that our campuses are safe for all (students, employees, and visitors) is an important and integral part of that student success. The preparation and diligence of the Galveston College Security Department affords us the opportunity to enjoy a safe learning and working environment.

The campuses are patrolled 24 hours a day, seven days a week, 365 days a year, by security officers committed to providing the highest quality of public safety. Our officers are ready and willing to help our students and employees, whether in an emergency or simply for an escort before or after hours.

Safety is best achieved when everyone participates. It is important to remember that personal safety begins with you, each member of the Galveston College community. By working with our professional and dedicated security department staff, each of us can help maintain personal safety and the security of personal property.

We are committed to your safety. Please help by remaining vigilant and aware of your surroundings when- ever you are at either of our Galveston College locations. Report any suspicious activity immediately to the College Security Department. Together we can all make a difference in the safety of our community.

Sincerely,



Dr. Myles Shelton  
President, Galveston College

## **A Message from the Vice President for Administration and Student Services**

Welcome to Galveston College. Whatever your goals, the Galveston College Security Department is here to provide you with a safe and secure learning environment.

Galveston College is comprised of highly educated faculty and a strong professional staff that support the mission of the College. The Security Department is no exception. Our deputies and security officers reflect the community they serve. Many have years of varied law enforcement experience, and others are first-time security officers developing a strong sense of community service. In either case, they provide a high level of caring professional service to the Galveston College community.

The Security Department uses video surveillance at the two Galveston College locations to enhance safety and provide documentation of activity occurring in the public spaces of the College. This video surveillance system is both a deterrent to criminal activity and a tool for investigating crimes that may occur. The video surveillance system complements the emergency telephones in all College elevators that ring to the Galveston College Security Communications Center. The communications center is staffed eight hours a day, five days a week, with trained operators who coordinate the flow of information for services between the members of the community and the security personnel out on the campuses.

Although the College provides a well-staffed, trained, and professional security department to keep the campus safe, your safety and security at the College begins with you. Please be aware of the activity around you and contact the Galveston College Security Department if you are concerned about your safety or have an unsafe condition to report. Simply call 0 from any College phone, use an elevator phone, or call 409-944-1361 from your cell phone. True safety on campus is a partnership between you and us.

Van Patterson  
Vice President for Administration and Student Services  
Galveston College  
4015 Avenue Q, Suite M-211  
Galveston, TX 77550  
(409) 944-1206  
[vpatterson@gc.edu](mailto:vpatterson@gc.edu)

# Galveston College Security Department

## Mission Statement

The mission of the Galveston College Security Department is to serve and enrich the College community quality of life by promoting and maintaining a safe and secure environment.

### Values

**INTEGRITY:** The Galveston College community's trust and confidence in the Security Department is earned by the integrity of its security officers. All Galveston College Security Department officers are expected to conduct themselves in a manner that is fair, ethical, and exhibits a sense of duty and honor for the position entrusted to them.

**JUSTICE:** The administration of law and order is based upon the concept of justice for all and the preservation of constitutional rights. The fulfillment of that ideal requires a commitment by security officers to protect citizens and to strive to ensure that citizens will be treated with respect, dignity, and fairness.

**SERVICE:** As members of the law enforcement profession, Galveston College Security Department personnel recognize the significance of serving the College community. As such, all Galveston College Security Department employees are duty bound in their commitment to provide excellent service.

**TRUST:** The Galveston College community has entrusted the Security Department to exercise its authority with discretion, good judgment, respect, and a commitment to honesty, justice, and diversity. Each member of the Galveston College Security Department strives to build upon the trust and confidence of the students, staff, faculty, and general public.

### Vision

The vision of the Galveston College Security Department is to be a recognized leader in higher education law enforcement by providing the College community with excellent law enforcement and security services using the most current best practices available.

### Goals

- Maintain a staff of highly competent, ethical, and committed security officers and support personnel.
- Provide security personnel with quality training and development opportunities that increase their skills and competencies in delivering service to the College community.
- Collaborate with other College departments to present educational and awareness programs that increase College community members' understanding of personal safety and security.
- Provide excellent law enforcement and security services delivered with empathy, understanding and intelligence.
- Use College resources effectively and efficiently.

## GALVESTON COLLEGE SECURITY DEPARTMENT

### Annual Security Report – 2020

The Galveston College Security Department is responsible for preparing and distributing the Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The Annual Security Report is published every year by Oct. 1 and contains three years of selected campus crime statistics and certain campus security policy statements in accordance with the Clery Act.

The Galveston College Security Department prepares the Annual Security Report and

statistical information with input from various sources such as local law enforcement agencies, physical plant, division of Student Services, and campus officials.

Designated campus officials or “campus security authorities” include, but are not limited to, directors, deans, department heads, and designated Human Resource department personnel, advisors to students and student organizations, and coaches.

### Purpose of the Annual Security Report

Enacted in 1990, The Student Right to Know and the Campus Security Act was designed to assist students in making decisions that affect their personal safety and to ensure institutions of higher education provide students, staff, and faculty and prospective students, staff and faculty the information they need to avoid becoming victims of campus crime.

The Higher Education Act of 1998 and the subsequent amendment of the implementing regulations (34 C.F.R.668.46) significantly expanded the institutions’ obligations under the Act. The Act was also renamed the “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” (hereafter the Clery Act). The Clery Act requires colleges and universities to:

- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus security, local law enforcement, and other college officials who have “significant responsibility for student and campus activities.”
- Provide “timely warning” notices of those crimes that have occurred and pose an on-going “threat to students and employees.”
- Disclose in a public crime log “any crime that occurred on campus . . . or within the patrol jurisdiction of the campus security department and is reported to the security department.”

- Publish an annual report every year by Oct. 1 that contains three years of selected campus crime statistics and certain campus security statements.

### Disclosure Notification

Each year, an email notification is sent to all current students, faculty, and staff providing the website address to access this report: [www.gc.edu](http://www.gc.edu). Upon request, prospective students and employees may obtain a written paper copy of the Annual Security Report that also includes the Fire Safety Report at the Galveston College Security Department located at 4015 Avenue Q in Galveston, TX 77550, or by calling (409) 944-1361.

## Enforcement Authority

The Galveston College Security Department is the primary security authority for Galveston College. Its Sheriff's Deputies are certified Texas Security Officers as defined in article

2.12 of the Texas Code of Criminal Procedure. Pursuant to Section 51.203 of the Texas Education Code, the primary jurisdiction of Galveston College officers includes all counties in which property is owned, leased, or otherwise under the control of Galveston College. Within their primary jurisdiction, Sheriff's Deputies assigned to Galveston College:

- Are vested with all the powers, privileges, and immunities of peace officers;
- May arrest without warrant any person who violates state law, in accordance with chapter 14, of the Texas Code of Criminal Procedure.

- May enforce all traffic laws on streets and highways.

Pursuant to Section 51.210 of the Texas Education Code, Galveston College officers are also empowered to enforce the rules and regulations of Galveston College. The Galveston College Security Department also works regularly with the City of Galveston Police Department, and other local law enforcement agencies on criminal investigations.

The Galveston College Security Department will provide and seek assistance from other federal, state, county, and local law enforcement agencies and maintains Memorandums of Understanding with local law enforcement agencies.

## Professional Standards

The Galveston College Security Department's ability to develop and sustain the public's trust involves our commitment to provide excellent services in our efforts to promote and maintain a safe and secure College community. All members of the Galveston College community can expect to be treated in a courteous and professional manner by members of our department.

The Galveston College Security Department will not tolerate an employee who acts unprofessionally or who does not provide an appropriate and reasonable level of service. We also wish to recognize instances where our employees have been especially helpful or have exceeded your expectations in the service they have provided.

The foundational dynamic of the relationship between the security and the public requires interdependence, not independence. It is essential that the services provided to the Galveston College community are acceptable. Thus, it is important that we obtain feedback from the community we serve regarding the quality of service deliverables.

We strongly encourage you to help us improve your Security Department by bringing any complaints and compliments to the attention of any of the following individuals in a timely manner:

**The watch commander** responsible for:

Sheriff's Deputies Security Operations

Sergeant Marcus Alfred

N-102

4015 Avenue Q

Galveston, Texas 77550

(409) 944-1446

[malfred@gc.edu](mailto:malfred@gc.edu)

Part-time Security Officers Operations

Security Lead Gwynethia Pope

(409) 996-5436

[gpope@gc.edu](mailto:gpope@gc.edu)

## Incident Reporting and Response

Any on-campus emergency, criminal offense, or suspected criminal activity should be reported immediately to the College Security Department by dialing 0 from any campus phone. Campus elevators are equipped with emergency phones. Upon receipt of the call, the Galveston College Security Communications Center personnel can supply information or dispatch officers as necessary. For **non-emergencies, dial (409) 944-1361**.

To contact College Security from an off-campus phone or cell phone, please call **(409) 944-1361**. Galveston College Security personnel will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and severity of the call.

Crimes in progress, alarms, traffic accidents with injuries, and medical assists have a higher priority than other types of calls.

Members of the Galveston College Security Department conduct high visibility patrols and are accessible to the College community through the use of marked security vehicles and foot patrols of the campus and buildings. Security officers are encouraged to make frequent contact with members of the College community.

If you have witnessed, received information of criminal activity or been the victim of a crime, please contact the Galveston College Security Department immediately.

### Reporting Off-Campus Crimes

Members of the College community are encouraged to report crimes that occur off campus to the local law enforcement agency serving that jurisdiction. If you are unsure which jurisdiction the crime should be reported, you may contact the Galveston College

Security Department for assistance in determining to which law enforcement jurisdiction you should report the crime.

### Daily Crime Log

Each day, the Galveston College Security Department compiles a "Daily Crime Log" that is available to the public. This summary identifies the type, location, time, and date the crime was reported to the

College's Security Department. You may view a printed copy of this report at the Galveston College Security Department records office located at 4015 Avenue Q, Galveston, TX 77550.

### Confidential Reporting of Crimes

The College Security Department is committed to protecting the privacy of individuals who report incidents of abuse, violence or other crimes, to the extent permitted by law and subject to the College's need to protect the safety of others in the college

community. The security department encourages anyone who is the victim or witness to any crime to promptly report the incident. Felony crimes may be reported anonymously by calling Crime Stoppers at (713) 222-TIPS (8477).

### Other Considerations

The Associate Vice President of Student Services can assist a crime victim with issues including, but not limited to, class schedule changes, housing changes, or withdrawal procedures. Retaliation against any employee or

student for reporting a crime in good faith, or for participating in an investigation of such crimes, is prohibited. Any employee or student who does so may be subject to disciplinary and or legal action.

## Reporting Criminal Offenses to Campus Security

Faculty, staff, and students are encouraged to report any criminal offenses occurring on or near the Galveston College campus to the College Security Department. The College Security Department will assist you in reporting off-campus criminal offenses to the proper law enforcement agency. You may also report criminal offenses to designated campus officials including, but not limited to, directors, deans, department heads, human resources, advisors to students, athletic

coaches, or to local law enforcement agencies.

Although exempt from the reporting requirements of the Clery Act, pastoral and professional mental health counselors are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual statistics, especially if the incident may pose an ongoing threat to the campus community.

## Timely Warnings

In consultation with the Vice President for Administration and Student Services or his/her designee, Galveston College is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. §1092(f) et seq. Jeanne Clery Act, 20 U.S.C. § 1092. The Galveston College Security Department will continuously and diligently work and coordinate with local, state, and federal law enforcement agencies to address exigent public safety concerns.

The Galveston College Security Department, designated campus safety authorities and Galveston College administrators will collaborate regarding if and when a timely warning should be issued. The decision to issue a timely warning shall be made on a case-by-case basis in

compliance with the Clery Act and will consider all available facts.

The issuance of the notification shall be based upon whether the crime is considered a serious ongoing threat to members and guests of the College community with consideration given to whether it will compromise law enforcement efforts.

Anyone with information warranting a timely warning should report the circumstances immediately to the Galveston College Security Department by phone at (409) 944-1361 or in person at the Galveston College Security Department 4015 Avenue Q, Galveston, TX 77550.

## Procedure

When a determination has been made that a timely warning should be issued, Galveston College Security, in collaboration with the Public Affairs department, will inform the campus community of the incident by taking one or more appropriate steps to ensure timely notification:

- Members of the campus community will receive phone notification through their contact phone number(s). It is their responsibility to ensure contact information remains current (students - update their numbers through the Whitecaps Portal, employees - through the ADP Portal).
- Warning will also be posted on the Galveston College website [www.gc.edu](http://www.gc.edu). Such warning(s) may include, but are not limited to, the following information: Type of crime, date, time, and location of the incident, suspect description, public safety reminder(s).

## College Emergency Notifications

The Galveston College's emergency preparedness, response, and evacuation protocols are published online and accessible at [www.gc.edu](http://www.gc.edu). The protocols require authorized Galveston College officials to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health and safety of students, faculty, and staff, unless issuing a notification will compromise efforts to contain the emergency. All students and employees are highly encouraged to read and review these protocols regularly.

Emergency response and evacuation procedures are tested annually. The Emergency Operations Plan designates the Galveston College Security Department (by dialing 0 from a campus phone) as the initial contact for reporting all emergency

situations and for response to and resolution of all emergencies. Upon receiving the report of an emergency, the responding officer will determine the appropriate level of response required and will communicate with appropriate personnel at the scene.

Emergency messages will include information detailing what has occurred and directions to the community regarding what to do next. The GC ConnectED system will be activated to provide an emergency notification to registered users through voice message. The emergency notification process does not replace the timely warning requirement. Instead, the emergency notification addresses a much wider range of threats such as gas leaks, fires, weather (tornado/hurricane), bomb threats, contagious viruses, etc.

## GC ConnectED

Providing a safe and secure environment for our students, faculty, staff, and community is a top priority at Galveston College. Galveston College has partnered with Blackboard Connect to create GC ConnectED, which will contact members of the College community through voice messages, text messages, and email messages in the event of an emergency situation.

GC ConnectED provides Galveston College with another communication tool to keep students, faculty, staff, and the community informed during threatening situations and weather-related closings. In order to receive messages, you must provide your current, up-to-date, personal contact information. Galveston College current students, faculty, and staff should do this through their Whitecaps portal.

GC ConnectED is prepopulated regularly with student, faculty, and staff phone numbers and email addresses. It is recommended that students, faculty, and staff not opt-out of the text messages

GC ConnectED will be activated when the College determines a serious threat exists and the College community must take immediate action to remain safe and secure. The system will also be used to announce an unscheduled College and/or campus closing or cancellation of classes due to situations such as severe weather.

Email is the official form of communication with Galveston College students, faculty, staff, and community.

GC ConnectED alerts will be sent via voice message. GC ConnectED will call each phone number that you provide regardless of whether or not the call is answered. Text messages will only be sent once.

There is no cost to receive the notification service. However, when the system sends a message to your personal phone, you are responsible for any charges from your phone service provider associated with receiving voice/text messages.

In addition to GC ConnectED, the College will continue to use its well-established communications methods including:

- The Galveston College website ([www.gc.edu](http://www.gc.edu).)
- The Galveston College emergency information line at: 1-866-483-4242
- Official Galveston College Facebook, Twitter, and Instagram sites
- Local media

# Emergency Response and Evacuation Procedures

In some emergency situations, such as severe weather, utility failures, etc., an evacuation of the campus may be ordered by the President or his/ her designee.

A campus evacuation or closure is an organized withdrawal from campus facilities where the time of return is determined by the circumstances of the emergency or event. When such action is warranted, you will be appropriately advised by the College Emergency Notification System.

When notified to evacuate the campus because of inclement weather, immediately proceed with Back-Up and Pack-Up Procedures securing offices and instructional areas to protect equipment and critical documents.

## Procedures

When a determination has been made that an emergency notification should be issued, the Galveston College Public Affairs department will inform the campus community by taking the appropriate steps to ensure timely notification:

All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his designee. After consulting with the Emergency Management Team, the President shall be responsible for declaring a major institutional emergency. Should it be deemed necessary to warn the College community of an impending threat or emergency situation the College Emergency Notification System will be activated.

The College Emergency Notification System consists of a voice, text, and email messaging system through ConnectED.

Status reports will be updated and posted continuously on the following:

- College Emergency Information Line  
1-866-483-4242
- College website  
[www.gc.edu](http://www.gc.edu)

## Building Evacuations

A building evacuation is most commonly initiated by the building's fire alarm system. When the building fire alarm sounds:

- Evacuate the building immediately, calmly, and quickly.
- Carry all personal items, i.e. books, purses, etc. as you may not be allowed back in the building.
- Walk to the nearest exit/stairwell (close doors behind you).
- Do not use elevators.
- Proceed to designated area outside the building moving as far away from the building as possible. Do not stand on porch areas.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Do not re-enter building until cleared by authorized personnel.
- Assist with the evacuation of individuals with special needs.

## Alcoholic Beverages, Illegal Drugs, and Weapons

As an institution interested in the intellectual, physical, and psychological well-being of the campus community, Galveston College deems it important to curtail the abusive or illegal use of alcoholic beverages. All members of the College

community and guests are required to comply with federal, state, and local laws regarding the distribution, possession, and consumption of alcoholic beverages.

### Alcohol

The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of law and student rules to possess or consume alcoholic beverages on any of the College's campuses. Consequences could result in criminal charges or arrest and/or sanctions by the College.

The office of the Associate Vice President of Student Services is committed to promoting responsible decision making regarding alcohol and drugs through educational programming, resources, and referrals.

### Illegal Drugs

Texas state law prohibits the manufacture, sale, delivery, possession, or use of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the Texas Controlled Substances Act, including but not limited to opiates, barbiturates, amphetamines, marijuana, and hallucinogens. The possession of drug paraphernalia is also prohibited under Texas

state law. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the Texas Controlled Substances Act. Alleged violations of this policy may result in criminal charges and will also be adjudicated through the College's disciplinary process.

### Weapons

In accordance with Texas Penal Code Ch. 46, it is a felony to intentionally, knowingly or recklessly possess a firearm, illegal knife or prohibited weapon (with or without a concealed handgun permit) on the physical premises of a school or

educational institution, to which includes any buildings or passenger transportation vehicles under the direct control of the educational institution.

## Sexual Assault, Dating Violence, Domestic Violence, and Stalking

It is the policy of Galveston College to provide training, procedures, and resources to prevent the occurrence of sexual violence, dating violence and to provide an equitable complaint process that provides for prompt, fair, and impartial investigation of complaints and the imposition of sanctions against individuals who are found in violation of these laws, policies, or regulations. Each long semester the Office of Student Services provides a Student Success Seminar that addresses sexual assault, dating violence, domestic violence, and stalking prevention. Written notification of resources for victims and reporting are published on the College website: <https://gc.edu/campus-security-safety/staying-safe-on-campus>

The College prohibits a wide range of verbal and physical behaviors, ranging from unwanted sexual comments to rape and acquaintance rape. "Consent" means assent in fact, whether express or apparent. An individual's manner of dress or the existence of a current or past dating relationship between two or more individuals does not, in and of itself, constitute evidence of consent to engage in a particular sexual activity. Consent is informed and voluntary and can be revoked at any time. Additionally, there are certain instances in which an individual is physically or mentally unable to give consent. For example:

- The individual is under the age of 17 and is not the spouse of the actor;
- The individual is unconscious;
- The individual is impaired due to ingestion of a substance such as drugs or alcohol;
- The actor compels another to submit to or participate in a sexual act by using physical force or violence against the other person or by threatening to use force or violence against another person;
- The other person has not consented to the sexual act with the actor and the actor knows the other person is unaware that the sexual act is occurring;
- The actor has misrepresented or concealed his or her true identity to the individual.

Victims of sexual assault, or persons who have information regarding a sexual assault, are strongly encouraged to report the incident to the Galveston College Security Department immediately. It is the policy of the department to conduct investigations of all sexual assault complaints with sensitivity, compassion, patience, and respect for the victim. Investigations are conducted in accordance with guidelines established by the Texas Penal Code, Code of Criminal Procedure, and the Harris County District Attorney's Office.

All information and reports of sexual assault are kept strictly confidential. In accordance with the Texas Code of Criminal Procedures, Art. 57, victims may use a pseudonym to protect their identities. A pseudonym is a set of initials, or a fictitious name, chosen by the victim to be used in all public files and records concerning the sexual assault. The victims of sexual assault are not required to file criminal charges or seek judicial actions through the College's disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical and emotional assistance.

Galveston College Security Department personnel are available to all victims to provide information about personal safety, Texas Crime Victims 'Rights, Texas Crime Victims Compensation Fund and other information upon request.

The Associate Vice President of Student Services, the Counseling and Advising Center, or the College's Title IX Coordinator can assist victims of sexual assault, sexual violence, stalking, domestic violence, dating violence or other crimes with accessing medical or counseling services, advocacy services, social support services, legal services, and security services. Even in the absence of a formal complaint, the College may be able to provide assistance to the complainant with respect to his or her academic, living, transportation, or working situations.

## Campus Resources:

### **Title IX Coordinator**

Room M-231  
4015 Avenue Q  
Galveston, TX 77550  
[mlantz@gc.edu](mailto:mlantz@gc.edu)  
(409) 944-1281

The Title IX Coordinator has been designated to coordinate the College's anti-discrimination procedures.

### **Associate Vice President of Student Services**

Room M-171  
4015 Avenue Q  
Galveston, TX 77550  
[rcrumedu@gc.edu](mailto:rcrumedu@gc.edu)  
(409) 944-1341

### **Director of Counseling and Advising**

Room M-155  
4015 Avenue Q  
Galveston, TX 77550  
[dbotha@gc.edu](mailto:dbotha@gc.edu)  
(409) 944-1222

## Community Resources:

The Resource and Crisis Center: of Galveston County  
1204 45<sup>th</sup> Street  
Galveston, TX 77550  
[info@rccgc.org](mailto:info@rccgc.org)  
(409) 763-1441

Family Service Center (Sexual Assault Counselling)  
2200 Market Street, Suite 600  
Galveston, TX 77550  
(409) 762-8636

The Bridge Over Troubled Waters  
[www.thebridgeovertroubledwaters.org](http://www.thebridgeovertroubledwaters.org)  
24-Hour Hotline: (713) 473-2801

Galveston County District Attorney's Office  
Victims Assistance Counseling  
(409) 766-2355

Bay Area Turning Point, Inc.  
[www.bayareaturningpoint.org](http://www.bayareaturningpoint.org)  
24-Hour Hotline: (281) 286-2525

Houston Area Women's Center  
[www.hawc.org](http://www.hawc.org)  
Rape Crisis Hotline: (713) 528-7273  
Domestic Violence Hotline: (713) 528-2121

Women's Center of Brazoria County  
[www.womenscenterbrazoriacounty.com](http://www.womenscenterbrazoriacounty.com)  
(281) 485-0934

National Domestic Violence Hotline  
[www.ndvh.org](http://www.ndvh.org)  
1-800-SAFE

National Sexual Violence Resource Center  
[www.nsvrc.org](http://www.nsvrc.org)

Rape, Abuse, and Incest National Network (RAINN)  
[www.rainn.org](http://www.rainn.org)  
1-800-656-HOPE

National Center for Victims of Crime  
[www.ncvc.org](http://www.ncvc.org)  
1-800-394-2255

National Crime Prevention Council  
[www.ncpc.org](http://www.ncpc.org)  
(202) 466-6272

## Institutional Procedures and Standards of Evidence for Domestic Violence, Dating Violence, Sexual Assault, and Stalking Offences

When an incident of domestic violence, dating violence, sexual assault or stalking is reported to the College, the following procedures and standards of evidence will be used during any judicial hearing on campus arising from such a report:

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard:
<b>Sexual Assault</b>	1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with information about accessing medical care.	
	2. Institution will assess immediate safety needs of complainant.	
	3. Institution will assist complainant with contacting local security if complainant requests.	
	4. Institution will provide complainant with referrals to on and off campus mental health providers.	
	5. Institution will assess need to implement interim or long-term protective measures, such as changes in class schedule, "No Contact" directive between both parties.	
	6. Institution will provide a "No Trespass" directive to accused party if deemed appropriate.	
	7. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.	
	8. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.	

	9. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.	Sexual assault cases are referred to and adjudicated by the Associate Vice President of Student Services and the Title IX Coordinator or an assigned impartial investigator using the preponderance of the evidence standard.
<b>Stalking</b>		
	1. Institution will assess immediate safety needs of complainant.	Stalking cases are referred to and adjudicated by the Associate Vice President of Student Services using the preponderance of the evidence standard.
	2. Institution will assist complainant with contacting local security if complainant requests.	If the stalking is sexually based, it may fall under the institution's Sexual Conduct Policy and if so, would also be referred to the Title IX Coordinator and adjudicated under the institution's Associate Vice President of Student Services or an assigned impartial investigator using the preponderance of the evidence standard.
	3. Institution will provide written information to complainant on how to preserve evidence.	
	4. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.	
	5. Institution will provide a "No Trespass" directive to accused party if deemed appropriate.	
<b>Dating Violence</b>		
	1. Institution will assess immediate safety needs of complainant.	Dating violence cases are referred to and adjudicated by the Associate Vice President of Student Services using the preponderance of the evidence standard.

	2. Institution will assist complainant with contacting local security if complainant requests.	If the dating violence incident is sexually based, it may fall under the institution's Sexual Conduct Policy and if so, would also be referred to the Title IX Coordinator and adjudicated by the Title IX Coordinator or an assigned impartial investigator using the preponderance of the evidence standard.
	3. Institution will provide written information to complainant on how to preserve evidence.	
	4. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.	
	5. Institution will provide a "No Trespass" directive to accused party if deemed appropriate.	
<b>Domestic Violence</b>		
	1. Institution will assess immediate safety needs of complainant.	Domestic violence cases are referred to and adjudicated by the Associate Vice President of Student Services using the preponderance of the evidence standard.
	2. Institution will assist complainant with contacting local security if complainant requests.	If the act of domestic violence is sexually based, it may fall under the institution's Sexual Conduct Policy and if so, would also be referred to the Title IX Coordinator and adjudicated by the Title IX Coordinator or an assigned impartial investigator using the preponderance of the evidence standard.
	3. Institution will provide written information to complainant on how to preserve evidence.	
	4. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.	
	5. Institution will provide a "No Trespass" directive to accused party if deemed appropriate.	

## **Disciplinary Proceedings for Alleged Sex Offenses**

The Galveston College Office of the Associate Vice President of Student Services will investigate and adjudicate alleged sexual offenses for violations of the Galveston College Student Code of Conduct. Please see the Student Code of Conduct for information on offenses constituting sexual misconduct.

Both the accuser and accused are entitled to the same opportunity to have others present during a disciplinary proceeding. Accuser and accused will be informed at the same time of the outcome of any institutional disciplinary proceeding in which a sexual offense is alleged.

## **Reporting Sexual offenses to the Galveston College Security Department**

The Galveston College Security Department is available to receive and investigate reports of sexual assault, dating violence, domestic violence, and stalking. The Security Department can also assist a victim in securing medical attention, participate in evidence preservation and collection, and inform the victim of legal and administrative options both on and off campus.

## **Guidelines and Recommendations to follow After a Sexual Assault**

- Go to a safe place as soon as you can.
- Contact the Galveston College Security Department:  
**From cell phones dial: (409) 944-1361**  
**From campus phones dial: 0**
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag. Evidence of violence, such as visible injuries or bruising or damage to a vehicle, will need to be photographed. Likewise, evidence of emails, text messages, or phone messages must be preserved and not deleted or altered.
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
- Contact someone you trust to be with you and support you.

## **Medical Treatment**

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

## **Sexual Assault Prevention**

The Galveston College Security Department and the Student Services Department provide annual education, prevention, and personal safety programs.

### **Sex Offenders Registry**

The “Campus Sex Crimes Prevention Act “is a federal law enacted on Oct. 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education and/or employed or volunteering on campus.

This Act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

The Texas Department of Public Safety (DPS) is the official Texas Internet source for Sex Offender Registration information. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database.

The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register. The DPS public Web page can be found at [https://records.txdps.state.tx.us/DPS\\_WEB/Portal/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx).

## **Access and Maintenance of Campus Facilities**

### **Access**

The Dean, Director, or department head is responsible for determining access to facilities under their control. The Galveston College Security Department crime prevention unit, upon request, will prepare a security survey of the facilities to determine security coverage and appropriate access control. It is unlawful for any person to trespass on the grounds of any state of Texas institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of any state institutions of higher education. Texas Education Code Section 51.204)

The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board’s control, and may remove any person from the property on his or her refusal to leave peaceably on request. Identification may be required of any person on the property. (Texas Education Code Section 51.209)

## Maintenance

The Facilities department at Galveston College maintains the buildings, grounds, utility systems, and custodial services for the College campuses. They provide electricity, running water, waste disposal, landscape maintenance, building/office renovation, custodial services, and emergency repairs. Faculty and staff are encouraged to report maintenance problems.

Security personnel report any security problems they identify to the maintenance department for repair. If the security issue presents a high risk, security personnel will stand by until the problem is turned over to the maintenance department.

Galveston College security personnel routinely check campus lights and emergency telephones to ensure they are working properly. Any deficiencies are reported to maintenance for repair.

## Crime Prevention Programs

The Galveston College Security Department offers a variety of crime prevention programs to our community members:

- Personal safety awareness
- Office security survey
- Sexual assault awareness
- Motor vehicle theft prevention
- Bicycle or personal property engraving

For additional information or to schedule a program you are encouraged to call the Galveston College Security Department at (409) 944-1365, or stop by and visit at 4015 Avenue Q, Galveston, TX 77550.

## Theft Prevention

Three elements must be present for any crime to occur: desire, ability and opportunity. It is important for all of us to understand our role in the reduction of crime.

The Galveston College Security Department encourages all students and employees to take an active role in the protection of their property.

Criminal opportunities to commit theft can be minimized by taking advantage of crime prevention programs offered by the college Security Department and by not leaving property unsecured or unattended.

## Definitions of Clery Act (General)

1. **“On Campus”** is defined as any building or property owned or controlled by an institution 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, including residence halls. This also includes any building or property that is within or reasonably contiguous to the geographic area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
2. **“Non-Campus”** is defined as 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. This also includes any building or property owned or controlled by a student organization that is officially recognized by the institution.
3. **“Public Property”** is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
4. **Murder and Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.
5. **Negligent Manslaughter:** the killing of another person through gross negligence.
6. **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.
7. **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).
8. **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.
9. **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.
10. **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.
11. **Sex Offenses, Non-Forcible:** Unlawful, non-forcible sexual intercourse. Includes only incest and statutory rape.
12. **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
13. **Statutory Rape (sexual assault of a child):** Non- forcible sexual intercourse with a person who is under the statutory age of consent.

14. **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.
15. **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 a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)
16. **Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.
17. **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
18. **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
19. **Hate Crime:** Any of the aforementioned offenses, and any other crime involving bodily injury reported to local security agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias.
20. **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics.
21. **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
22. **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
23. **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
24. **Ethnicity/National Origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.
25. **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced aged, or illness.
26. **Additional Hate Crime Definitions:** In addition to any of the crimes above, the following acts are now reportable as Hate Crimes, when motivated by prejudice on account of race, gender, religion, sexual orientation, ethnicity, or disability.
27. **Larceny Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
28. **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.

29. **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.

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

31. **Weapon 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 acts.

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

32. **Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, 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 activities. (Drunkenness and driving under the influence are not included in this definition.)

Galveston College  
2020 Campus Safety and Security Survey

### Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-Campus Student Housing Facilities?			
<input type="radio"/>	No.		
<input checked="" type="radio"/>	Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)		
	Number of On-campus Student Housing Facilities:	9	Last Year
			12
2. Does your institution have any noncampus buildings or properties?			
<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.			
<input checked="" type="radio"/>	Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.		
<input type="radio"/>	No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.		
<input type="radio"/>	Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.		
<input type="radio"/>	Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.		

## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	1
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	1	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	1
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Criminal Offenses - Public Property

Criminal offense	Total occurrences on Public Property		
	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes								
	2020 Total	Category of Bias for crimes reported in 2020							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes								
	2019 Total	Category of Bias for crimes reported in 2019							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Occurrences of Hate crimes									
Criminal offense	2018 Total	Category of Bias for crimes reported in 2018							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - On-campus Student Housing Facilities

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in On-Campus Student Housing Facilities. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes								
	2020 Total	Category of Bias for crimes reported in 2020							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes								
	2019 Total	Category of Bias for crimes reported in 2019							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Occurrences of Hate crimes

Criminal offense	Category of Bias for crimes reported in 2018								
	2018 Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes								
	2020 Total	Category of Bias for crimes reported in 2020							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent</u> manslaughter	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes								
	2019 Total	Category of Bias for crimes reported in 2019							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent</u> manslaughter	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes								
	2018 Total	Category of Bias for crimes reported in 2018							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2018	2019	2020
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - On-campus Student Housing Facilities

For each of the following crimes, enter the number reported to have occurred in On-campus Student Housing Facilities.

Crime	Total occurrences in On-campus Student Housing Facilities		
	2018	2019	2020
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2018	2019	2020
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On-campus Student Housing Facilities

Of those Arrests for crimes that occurred On Campus, enter the number of crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	2	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories. **Do not include disciplinary actions that were strictly for school policy violations.** **If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

**The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.**

**If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.**

**Count unfounded crimes in the year in which they were originally reported.**

	Number		
	2018	2019	2020
a. <u>Total unfounded crimes</u>	1	0	1

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## The Higher Education Opportunity Act of 2008 - Legal Requirements

New regulations in the Higher Education Opportunity Act of 2008 states that beginning Oct. 1, 2010, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report that contains, at a minimum, the following information:

Fire statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available.

- A description of each on-campus student housing facility fire safety system.
- The number of fire drills held during the previous calendar year.
- Institution's policy on portable electrical appliances, smoking, and open flames in a student housing facility.
- The institution's procedures for student housing evacuation in the case of a fire.
- The policies regarding fire safety education and training programs provided to the students and employees. In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.
- For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.
- Plans for future improvements in fire safety, if determined necessary by the institution.
- Maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire.

### Annual Fire Safety Report - 2020

The Galveston College Security Department is responsible for the Annual Fire Safety Report. The following Galveston College Annual Fire Safety Report discloses all information required by the Higher Education Opportunity Act (HEOA)\Clery Act as it relates to any on-campus student housing fire\fire alarm statistical information for the year of 2020.

A printed document that contains the Annual Security Report as well as the Fire Safety Report can be found at the Galveston College Security Department, located at 4015 Avenue Q, Galveston, TX 77550, on its website at <https://gc.edu/campus-security-safety/gc-campus-security-fire-safety-report/>, or by calling (409) 944-1361.

### Fire Safety Statistics

Galveston College maintains a fire log. The Fire Log table (Figure-1) is designed to contain a compilation of actual fire/fire alarm statistics for each calendar year (should any exist) for Galveston College on-campus student housing. The Fire Log table is designed to include statistics outlining the number of actual fires and the cause of each actual fire, the number of injuries and deaths related to actual fires and the value of property damage related to actual fires for Galveston College on-campus student housing (should any exist).

For a fire to be reportable under the Higher Education Opportunity Act of 2008 it must be an actual fire, and it must meet the federal definition of fire. The Higher Education Opportunity Act (HEOA) regulations define fire as "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner."

(Figure 1. – is for Galveston College on-campus student housing only and does not include fire log information for other Galveston College campus buildings/facilities).

# 2020 Campus Safety and Security Survey

Institution: Galveston College (224961001)

Used ID: C2249611

## Summary of Fires

Name of Facility	2018			2019			2020		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Whitecaps Apartments	1	0	0	0	0	0	0	0	0
2215 41st St.	0	0	0	0	0	0	0	0	0
2223 41st St.	0	0	0	0	0	0	0	0	0
2301 41 <sup>st</sup> St.	0	0	0	0	0	0	0	0	0
2305 41 <sup>st</sup> St.	0	0	0	0	0	0	0	0	0
2307 41 <sup>st</sup> St.	0	0	0	0	0	0	0	0	0
3802 Ave. R	0	0	0	0	0	0	0	0	0
3815 Ave. Q1/2	0	0	0	0	0	0	0	0	0
Abe and Annie Seibel Student Residences							0	0	0

## Mandatory Supervised Fire Drills

For the years 2018 and 2019, Galveston College did not conduct a mandatory supervised fire drill in its on-campus student housing facilities. In 2020 Galveston College did conduct a mandatory supervised fire drill in its on-campus student housing facilities.

## On-Campus Student Housing Facility Fire Safety Systems

Location	Fire Safety System
Whitecaps Apartments	Smoke Detectors & Fire Extinguishers
2215 41st St.	Smoke Detectors & Fire Extinguishers
2223 41st St.	Smoke Detectors & Fire Extinguishers
2301 41 <sup>st</sup> St.	Smoke Detectors & Fire Extinguishers
2305 41 <sup>st</sup> St.	Smoke Detectors & Fire Extinguishers
2307 41 <sup>st</sup> St.	Smoke Detectors & Fire Extinguishers
3802 Ave. R	Smoke Detectors & Fire Extinguishers
3815 Ave. Q 1/2	Smoke Detectors & Fire Extinguishers
Abe and Annie Seibel Student Residences	Smoke Detectors, Heat Detectors & Sprinkler Systems

# **Policies On Portable Electrical Appliances, Smoking, And Open Flames In A Student Housing Facility**

## **Appliances in Rooms** (Pg. 38 of the 2021-2022 Residence Life Handbook)

The possession of hot plates, popcorn poppers, broilers, deep fat fryers, incense burner, toaster ovens, electric grills, hot pots, halogen lamps, candles, electric frying pans or space heaters are expressly prohibited for fire safety reasons. If any of these items are found in your possession, they will be removed and you will receive a fine. Items may be collected when the student checks out of student housing. If there is a question about an appliance not listed here please contact the Housing Office for clarification.

## **Smoking and Smokeless Tobacco** (Pg. 41 of the 2021-2022 Residence Life Handbook)

GC is a Tobacco Free Campus. The use of tobacco products or simulation of same (including electronic cigarettes, vaping, cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products) by Students, staff, faculty, and visitors is prohibited on all GC properties. Thus, smoking and/or vaping will not be permitted inside Student Housing or on campus. The smell of smoke is probable cause to enter a room. Disciplinary action will be taken.

The use of [smokeless] tobacco products shall be prohibited on College District grounds and in College District buildings, facilities and vehicles. Disciplinary action will be taken.

The College District desires to provide a safe and healthy environment for its students, faculty, staff and guests. Because of the proven health risks for persons coming into contact with tobacco smoke or other smoke, smoking through any device shall not be allowed in College District-owned or controlled vehicles, buildings, grounds, or other facilities.

## **Fire Prevention** (Pg. 23 of the 2021-2022 Residence Life Handbook)

For resident protection and in accordance with fire codes, the following are not permitted in student housing: candles, candle warmers, incense, potpourri burners, Sterno cans, sparklers, etc. Combustible liquids of any type are not to be used or stored in student housing. Halogen lamps are not permitted since they operate at a very high temperature and are a fire hazard. Only free-standing or desk lamps may be added to the rooms. Residents may not have any fireworks, explosives, ammunition, gunpowder, or any other related materials in student housing.

Possession of ammunition and fireworks implies intent to use them. Use of any of these items is dangerous and a safety hazard.

## **Procedures for Student Housing Evacuation in The Case of a Fire**

### **FIRE & FIRE ALARMS** (Pg. 22 of the 2021-2022 Residence Life Handbook)

When the fire alarm sounds, EVERYONE must exit the building immediately. Follow instructions below.

Primary Escape Route: Entry Doors.

Secondary Escape Route: Doors to exterior stairwells.

Prior to evacuating the room

1. If your door is hot to touch, DO NOT OPEN IT!
  - Roll up a wet towel and place it at the base of the door to prevent smoke penetration.
  - Use a secondary means to exit the room.
2. If your door is cool to the touch, OPEN IT SLOWLY.
  - If you encounter heat and/or pressure in the hallway, leave your room carefully, closing the door behind you, and proceed to the nearest exit/stairwell to the designated area to be counted by a staff member. (If possible, alert other students on your way to the exit.)
  - If the hallway is clear, close your door behind you and proceed to the nearest exit/stairwell. (If possible, alert other students on your way to the exit.)
3. Always use stairs to evacuate the building.
4. If you encounter smoke, take short breaths through your nose and stay close to the floor (crawl if possible.)
5. DO NOT attempt to remove personal items.
6. If your clothing catches fire: STOP...DROP...AND ROLL!!!
7. Once outside the building, move far away from the building and wait until recalled by an authorized College official.
8. Disabled persons who require assistance in evacuating should alert their Student Hall Supervisor/Student Life Coordinator in advance.
9. ALWAYS REMEMBER YOU ARE NOT EXPECTED TO FIGHT A FIRE YOURSELF.

## **Policies Regarding Fire Safety Education And Training Programs Provided To The Students And Employees**

In addition to the polices below, Galveston College conducts fire drills at least once during each long semester at the main campus, ATC and student housing.

### Student Residents

#### **Emergency Evacuations/Fire Drills** (Pg. 22 of the 2021-2022 Residence Life Handbook)

For the protection and safety of the community, fire and emergency drills will be conducted periodically, sometimes unannounced, to ensure that proper procedures are known and followed. Become familiar with the exit routes posted at focal points in each building. All residents are to comply and cooperate when a fire drill is being conducted. When the fire alarms sound, all residents and visitors must immediately exit the building and go to the designated evacuation area. Residents will be told when the building is declared “all clear” and can return to the building. Failure to evacuate during a fire alarm could result in summons, fines, or legal repercussions.

## Students and Employees

**FIRE: INCIDENT ACTION PLAN (IAP)** (Emergency Operations Plan, pg. 23)

KNOW THE LOCATION OF FIRE EXTINGUISHERS, FIRE EXITS, AND PULL ALARM SYSTEMS IN YOUR AREA AND HOW TO USE THEM.

### **If a minor fire appears controllable:**

- **IMMEDIATELY** contact Campus Security at **Ext '0' (409-944-4242) or 409-944-1361**
- Promptly direct the charge of the fire extinguisher toward the base of the flame.

### **If a large fire appears uncontrollable:**

- **IMMEDIATELY** notify Campus Security at **Ext. '0', (409-944-4242), or 409-944-1361.**
- Activate the manual pull station building alarm system.
- Evacuate as directed in Section V-A-1
- If requested, assist emergency crews as necessary.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

The Chief/Incident Commander (College President) or designee will make the decision to activate the Emergency Operations Center

NOTE: Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!**

## **Annual Security and Fire Safety Report**

Galveston College is committed to assisting all members of the GC community in providing for their own safety and security. The annual security compliance document is available on the Galveston College website. A hard copy of the Galveston College Annual Security and Fire Safety Report is available for review at the Galveston College Security Department, Main Campus, 4015 Avenue Q, Galveston, TX 77550.

The website and report contain information regarding campus security and personal safety, including topics such as: crime prevention; College security enforcement authority; crime reporting policies; disciplinary procedures; and other matters of importance related to security on our campuses.

They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Galveston College; and on public property within, or immediately adjacent to and accessible from, the campuses. This information is required by law and is provided by the Galveston College Security Department.

## Accreditation Statement

The Galveston Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate and Bachelor degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of The Galveston Community College District.

## Equal Opportunity Statement

Galveston College is an equal opportunity institution in education and employment. It shall be the policy of Galveston College to provide equal opportunities without regard to age, race, color, religion, national origin, gender, disability, genetic information, or veteran status.

This policy extends to employment, admission, and all programs and activities supported by Galveston College. Inquiries concerning equal opportunity may be directed to the Title IX Coordinator, the Director of Human Resources and Risk Management, 4015 Avenue Q, Galveston, TX 77550, (409) 944-4242.



