



2012 ANNUAL SECURITY REPORT

Jeanne Clery Disclosure of Campus
Security Policy and Campus Crime
Statistics Act

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Section 1:

General Information

Policy for Reporting the Annual Disclosure of Crime Statistics

The Collin College Police Department prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act)*. The full text of this report can be located on our website at: www.collin.edu/campuspolice. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campuses and alternative sites, Housing and Residential services, the Dean of Student Development Office, and the Division of Business Affairs. Each entity provides updated information on their educational efforts and programs to comply with the *Clery Act*.

Campus crime, arrest and referral statistics include those reported to the Collin College Police Department, designated campus officials (including but not limited to directors, deans, department heads, judicial affairs staff, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Counseling Services staff members inform their clients of the procedures to report crimes to the Collin College Police Department on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially each session.

Each year, notification is made to all enrolled students that provides the website to access this report. Faculty and staff members receive similar notification. Copies of this report may also be obtained at the Collin College Police Department Headquarters located at the Spring Creek Campus in Plano, Texas.

Collin College Police Department Mission

The fundamental mission of the Collin College Police Department is to uphold and enforce the Constitution of the United States of America, all applicable federal, state and local laws and Collin College rules and regulations. Additionally, the Collin College Police Department helps to ensure a positive learning environment that is free of crime, violence, or the threat of violence for all entities that use the college's facilities and/or participate in its educational programs.

Collin College Police Department History

Due to the rapid growth of the student population, the Collin College Police Department was formed in December 2002 to serve students, staff, faculty, and community members throughout the college district. Officers are located at each campus and currently serve an annual student population of approximately 40,000 as well as community members. All Collin College Police Officers are Licensed Peace Officers and have an average of ten (10) years of law enforcement experience.

Per the Texas Education Code, Chapter 51.203, Collin College Police Officers are empowered with county-wide jurisdiction and work under the same authority as municipal and county agents.

Collin College Police Department Authority and Jurisdiction

Collin College Police Officers have the complete authority to apprehend and arrest anyone involved in illegal acts throughout Collin County. Officers have county-wide jurisdiction. If minor offenses involving Collin College rules and regulations are committed by a Collin College student, the Collin College Police may also refer the individual to the Dean of Student Development Office for appropriate disciplinary action.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the college, and joint investigative efforts with the city police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at Municipal, Justice of Peace, or Collin County Courts.

Collin College Police personnel work closely with local, state and federal agencies. By mutual agreement with state and federal agencies, the Collin College Police Department maintains a National Law Enforcement Telecommunications Network (NLETS) terminal. Through this system, police personnel can access the National Crime Information Computer System (NCICS) as well as the Texas Information Enforcement System. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification, as well as other local, state and federal enforcement information.

Any Collin College-owned or -leased property in outlying areas is patrolled jointly by both Collin College Police and City Police.

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations is monitored and recorded. This information is provided to the Dean of Student Development Office for any action or follow-up that may be required.

Collin College Police Emergency Response

The Collin College Police Department is a key element in area emergency management. Due to the Collin College's high profile in the community, the department maintains close ties to the Collin County Department of Homeland Security as well as each municipal agency in the county. Officers with the Collin College Police Department are trained to be first level responders and to coordinate these efforts with other local agencies. The department also takes a proactive approach to help prevent crimes. Efforts such as enhanced patrols and strict enforcement of parking restrictions aid in ensuring a safe environment.

Collin College Police Officers are stationed at each campus throughout the district, and will respond to every medical emergency along with local city paramedics, as necessary.

All calls to the Collin College Police Department are answered by a trained communications operator. Calls are then dispatched to officers stationed at each campus. Campuses are monitored by a state-of-the-art surveillance system which is also contained in the communications office.

Collin College Facilities Access Policy

During business hours, Collin College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all Collin College facilities is by key, if issued, or by admittance via the Collin College Police Department or Plant Operations. In the case of periods of extended closing, Collin College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Physical Education Learning Center and the Library. In these cases, the facilities will be secured according to schedules developed by the department responsible for that specific facility.

Emergencies may necessitate changes or alterations to posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Vice President/Provost's Office, Physical Plant, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

Section 2:
**Procedures for Reporting a
Crime or Emergency**

How to Contact the Collin College Police Department

For any on-campus emergency dial **5555** from any campus phone, or from an off-campus phone (e.g., cell phone) dial **(972) 578-5555**.

For any non-emergency complaint or concern, you can contact Collin College Police Department via email at: ccccdpublicsafety@collin.edu.

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Collin College Police Department in a timely manner.

To report a crime or an emergency at any Collin College campus, dial extension **5555** from any Collin College phone, or dial **(972) 578-5555** from any phone outside the college system.

Officers are available at this telephone number twenty-four (24) hours a day to answer all calls. If assistance is required from another Police Department, Collin College Police Officers will contact the appropriate agency. If a sexual assault or rape should occur, officers on the scene will offer the victim a variety of services.

This publication contains information about on-campus resources. This information is made available to provide the community members with specific information about the resources that are available in the event that they become the victim of a crime.

Crimes should be reported to the College Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the Rape Crisis Center would not be included in the crime statistics.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "pastoral counselors" and campus "professional counselors", when acting as such, are not considered to be a Campus Security Authority (CSA), and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate,

to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual disclosure of crime statistics.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the Collin College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Collin College Chief of Police or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while also taking steps to insure the safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual disclosure of crime statistics for the institution. Crimes may also be reported to a Campus Security Authority (CSA). A CSA is a Collin College official who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and student organizations.

Crime Stoppers

If you know about or are a witness to a crime that occurred on Collin College property and wish to report this crime but would like to remain anonymous, please call (972) 578-5555 or **e-mail** your information to the Collin College Police anonymous server. Your call will remain anonymous. Collin College Police Department crime stoppers can pay up to \$1,000 for information leading to the arrest and conviction of misdemeanor and felony offenders.

Missing Persons

Any individual who believes a student living in Century Court Apartments located at 5800 Jupiter Road, Plano, Texas, may be missing should contact the Collin College Police Department at (972)578-5555, the Plano Police Department, Century Court Apartment Management Staff, or the Dean of Student Development Office. Any report received will be immediately forwarded to the Collin College Police Department.

A student is determined to be missing when his or her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the student's behavior patterns, plans, or routines.

Collin College provides each student living in Century Court Apartments the opportunity to confidentially identify an individual they wish Collin College to contact no later than twenty-four (24) hours after the student is determined to be missing. This confidential information will only be disclosed to university officials and law enforcement agencies that are authorized to use the contact information during a missing person investigation.

Procedures: All concerns regarding a resident student's unexplained absence or lack of contact that is contrary to the student's normal behavior and/or is unusual based on existing circumstances will be immediately investigated in an effort to locate the student and confirm his or her safety.

If a missing person report is received concerning a student who resides in the Century Court Apartments located at 5800 Jupiter Road, Plano, Texas, the Collin College Police Officer on duty will respond to the location.

The responding officer will initiate the investigation by interviewing the reporting party and ascertain as much information as possible about the reported missing student (e.g., last date and time seen; place of employment; places where the student normally hangs out; make, model, and year of vehicle student drives; student's hometown, etc.).

The apartment management will be notified, and the responding officer will ascertain the emergency contact the student has on file with the apartment management.

The chain of command will be notified (i.e., Detective, Sergeant, Captain, and Chief of Police).

A check of the Banner student information system will be conducted to check the student's emergency contact information and class schedule.

A check of the local hospitals will be conducted to ascertain whether the student has been admitted as a patient.

If the Collin College Police Department determines that a resident student who is the subject of a Missing Student Report has been missing for more than twenty-four (24) hours

and has not returned to the Century Court Apartments or campus, the Collin College Police will contact:

1. the person identified in confidence by the resident student as the person to be contacted in the event that the student is the subject of a Missing Persons Report;
2. the Custodial parent or guardian of any un-emancipated student under eighteen (18) years of age; and
3. the appropriate local law enforcement agency or agencies.

Sexual Assault, Sexual Harassment, Sexual Violence, and Coercion

If any member of the Collin College community is the victim of a sexual assault including rape, acquaintance rape, forcible and non-forcible sex offenses, sexual harassment, sexual violence, or sexual coercion, there are many services available to assist; but first, the individual's safety is of the utmost importance.

If you or a member of the college community is a victim of sexual assault, please contact any of the following offices:

1. Collin College Police Department: (972) 578-5555,
2. Dean of Student Development Office on any campus, and/or
3. any Campus Security Authority (CSA).

Offense & Penalties for False Alarm or Report

Section 42.06 of the Texas Penal Code, False Alarm or Report:

- (a) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:
 - (1) cause action by an official or volunteer agency organized to deal with emergencies;
 - (2) place a person in fear of imminent serious bodily injury; or
 - (3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.
- (b) An offense under this section is a Class A misdemeanor unless the false report is an emergency involving a **PUBLIC PRIMARY OR SECONDARY SCHOOL**, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a **STATE JAIL FELONY**.

Section 3:
**Collin College's Emergency
and Safety Procedures**

Timely Warnings and Emergency Notification

In the event that a situation arises, either on or off campus, that, in the judgment of the Collin College Chief of Police, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through Collin College's email system to students, faculty, staff, through the CougarAlert system, and also through the college's student newspaper, *The Cougar News*.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Office of Public Safety may also post a notice on the campus-wide bulletin boards and/or the Collin College Police Department's web site at: www.collin.edu/campuspolice. This notice will providing the Collin College community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the Collin College Police Department by phone (972) 578-5555 or in person at the dispatch center within the Collin College Police Department office located at the Spring Creek Campus.

Fire Procedures

1. If you discover a fire, isolate the fire by closing doors or windows.
2. Immediately sound the fire alarm. Pull stations are located throughout the building.
3. **Dial 911** and give the location of the fire. Stay on the phone with 911 until instructed otherwise.
4. Call Campus Police at (972) 578-5555; give your name and the location of the fire.
5. Evacuate the building.

Active Shooter Procedures

1. Call Campus Police at (972) 578-5555; give your name, location of the incident and type of activity.
2. Give a phone number where you may be contacted for further information.
3. **Dial 911** if instructed by Campus Police.
4. Do not attempt to interfere with the activity, except in the case of self-defense or self-preservation.

Evacuation Procedures

1. In the event of a building evacuation you will be notified by public address or Fire Alarm system.
2. Walk calmly to the nearest exit.
3. Use stairways, **Do Not Use Elevators**. Assist disabled persons when possible. Rescue Chairs are located near elevators.
4. Do not re-enter the building until Campus Police give the "All Clear".
5. Notify Emergency crews if you suspect someone is still in the building.
6. In some situations you may be instructed to "shelter in place".

Medical Emergency Procedures

1. **Dial 911** for medical emergencies.
2. Call Campus Police at (972) 578-5555; give your name, the location of the emergency and the type of emergency.
3. If the injury or illness occurs in the fitness center, also notify fitness center staff.
4. Automated External Defibrillators (AED) are in various locations on each campus. While on campus, make yourself aware of AED locations in case they are ever needed. *

Criminal Activity Procedures

2. Call Campus Police at (972) 578-5555; give your name, location of the incident and type of activity.
3. Give a phone number where you may be contacted for further information.
4. **Dial 911** if instructed by Campus Police.
5. Do not attempt to interfere with the activity, except in the case of self-defense or self-preservation.

Severe Weather Emergency Procedures

1. In the event of severe weather College Officials will monitor weather information.
2. If an emergency develops you will be notified by Emergency Warning Sirens.
3. If the College or City warning system activates move to interior hallways away from glass windows or doors.
4. Evacuate the building if instructed by Campus Police.
5. Always be prepared.

Threats Procedures

If you receive a threatening phone call you should:

1. Remain calm and obtain as much information as possible from the caller.
2. Ask the caller questions such as location of the threat, type of threat and time for the incident.
3. Call Campus Police at (972) 578-5555; give your name, location, type of threat and phone number where you may be contacted.
4. Officials will contact you for further information.

For specific information on any of the above topics, visit the Collin College Police website at: <http://www.collin.edu/campuspolice/>

Contact Information for Surrounding Agencies

Collin County Sheriff's Office: (972) 547-5100

Frisco Police Department: (972) 335-5502

Plano Police Department: (972) 424-5678

McKinney Police Department: (972) 547-7600

Allen Police Department: (972) 727-0200

Section 4:
**Collin College's Policies on
Alcohol and Illegal Drugs**

Policy on Alcoholic Beverages

The possession, sale, or the furnishing of alcohol on Collin College campuses is governed by Collin College's Alcohol Policy and Texas state law. Laws regarding the possession, sale, consumption, or furnishing of alcohol are controlled by the Texas Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on campus is the primary responsibility of the Collin College Police Department. Violators are subject to college disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of twenty-one (21). The possession of alcohol by anyone less than twenty-one (21) years of age in a public place or a place open to the public is illegal. It is also a violation of the Collin College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval from the appropriate Collin College administrator(s). Organizations or groups violating alcohol/substance policies and/or laws may be subject to sanctions by Collin College. Only under certain regulated circumstances is the consumption of alcohol permitted.

Policy on Illegal Drugs

All Collin College campuses and property have been designated "drug free." The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Collin College Police Department. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment.

Section 5:
Awareness and Prevention
Programs

Alcohol and Substance Abuse Prevention Programs

Collin College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. This program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions.

Collin College's Counseling Services Office provides an overall coordination of the Drug-Free School Program. However, many services are the responsibility of other areas of the institution. These services and responsible areas include:

1. Alcohol and Drug Education: Counseling Services, Employee Assistance Program, and Collin College Health Classes.
2. Counseling Services: Student Development Counselors, and Employee Assistance Program.
3. Referral Services: Student Development Counselors, and Employee Assistance Program.
4. College Disciplinary Action: Dean of Student Development Office, Vice President of Student Development.

A violation of any law regarding alcohol is also a violation of Collin College's *Student Code of Conduct*, and will be treated as a separate disciplinary matter by the college.

Crime Prevention Programs

Crime Prevention Programs on personal safety and theft prevention are sponsored by the Collin College Police Department throughout the year. Collin College Police Department personnel facilitate programs for students, parents, faculty and staff members, student organizations, and community organizations.

Security Awareness Programs

During new student orientation sessions in July, August, and September, students are informed of services offered by the Collin College Police Department. Slide presentations outline ways to maintain personal safety. Students are told about crime on campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime

Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis.

Periodically during the academic year the Collin College Police Department, in cooperation with other student organizations and departments, present crime prevention awareness sessions on sexual assault (i.e., rape and acquaintance rape), drug abuse, theft, and vandalism, as well as educational sessions on personal safety.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, articles and advertisements in college newspapers, and on the Collin College Police Department's website.

When time is of the essence, information is released to the Collin College community through alerts posted prominently throughout campus, through computer memos sent over Collin College's email system, and on the Collin College Police Department's website.

Appendix A:

Campus Crime Statistics

January 1 through December 31, 2012*+	CPC	CYC	PRC	SCC	AL	RW	CCA	CHEC
Aggravated Assault								
a. Aggravated assault	0	0	1	0	0	0	1	0
b. Intimidation	0	0	0	2	0	0	0	0
c. Simple assault	1	0	1	8	0	0	1	0
Arson	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0	0
Criminal Homicide								
a. Murder	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0
c. Non negligent manslaughter	0	0	0	0	0	0	0	0
Kidnapping/Abduction	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0
Other Crimes:								
a. Arrests for liquor law violations, drug law violations, and illegal weapons possession	0	0	2	1	0	0	0	0
b. Referred for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	1	2	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Sexual Offenses								
Forcible sex offenses								
a. Forcible fondling	0	0	0	0	0	0	0	0
b. Forcible rape except statutory	0	0	0	2	0	0	1	0
c. Forcible sodomy	0	0	0	0	0	0	0	0
d. With an object	0	0	0	0	0	0	0	0
Nonforcible sex offenses								
a. Incest	0	0	0	0	0	0	0	0
b. Statutory rape	0	0	0	0	0	0	0	0
Vandalism	4	1	9	13	0	0	0	0

January 1 through December 31, 2011*+	CPC	CYC	PRC	SCC	AL	RW	CCA	CHEC
Aggravated Assault								
a. Aggravated assault	0	0	1	3	0	0	0	0
b. Intimidation	0	0	1	3	0	0	0	0
c. Simple assault	2	0	2	1	0	0	1	0
Arson	0	0	0	0	0	0	0	0
Burglary	0	0	2	5	0	0	0	0
Criminal Homicide								
a. Murder	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0
c. Non negligent manslaughter	0	0	0	0	0	0	0	0
Kidnapping/Abduction	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Other Crimes:								
a. Arrests for liquor law violations, drug law violations, and illegal weapons possession	1	0	3	2	0	0	1	0
b. Referred for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	1	0	3	1	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Sexual Offenses								
Forcible sex offenses								
a. Forcible fondling	0	0	0	0	0	0	0	0
b. Forcible rape except statutory	0	0	0	0	0	0	1	0
c. Forcible sodomy	0	0	0	0	0	0	0	0
d. With an object	0	0	0	0	0	0	0	0
Nonforcible sex offenses								
a. Incest	0	0	0	0	0	0	0	0
b. Statutory rape	0	0	0	0	0	0	0	0
Vandalism	1	2	6	10	0	0	1	0

January 1 through December 31, 2010*+	CPC	CYC	PRC	SCC	AL	RW	CCA	CHEC
Aggravated Assault								
a. Aggravated assault	1	0	0	0	0	0	1	0
b. Intimidation	0	0	0	1	0	0	0	0
c. Simple assault	0	0	1	1	0	0	2	0
Arson	0	0	0	0	0	0	0	0
Burglary	0	0	0	1	0	0	4	0
Criminal Homicide								
a. Murder	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0
c. Non negligent manslaughter	0	0	0	0	0	0	0	0
Kidnapping/Abduction	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	1	0	0	0	0
Other Crimes:								
a. Arrests for liquor law violations, drug law violations, and illegal weapons possession	0	0	2	5	0	0	6	0
b. Referred for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Sexual Offenses								
Forcible sex offenses								
a. Forcible fondling	0	0	0	0	0	0	0	0
b. Forcible rape except statutory	0	0	0	0	0	0	0	0
c. Forcible sodomy	0	0	0	0	0	0	0	0
d. With an object	0	0	0	0	0	0	0	0
Nonforcible sex offenses								
a. Incest	0	0	0	0	0	0	0	0
b. Statutory rape	0	0	0	0	0	0	0	0
Vandalism	9	0	8	7	0	0	3	0

** None of the reportable offenses listed above were considered hate/bias crimes in accordance with 42.014 Texas Code of criminal procedure.*

+ Definitions of crimes statistics categories may be found on the Collin College Police Department web page at www.collin.edu/campuspolice.

Appendix B:

Campus Fire Safety Report

Annual Fire Safety Report

The Collin College District publishes this Annual Fire Safety Report as part of its annual Clery Act compliance document. This report contains information on fire protection systems, fire safety practices, and fire and life safety standards. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire and the value of the property damage caused by the fire.

Collin College Campuses

All Collin College district facilities are equipped with smoke detection and fire suppression systems. All facilities owned and operated by Collin College are inspected for fire safety by municipal fire marshals in accordance with each respective city codes, State and Federal guidelines. All campuses are equipped with emergency notification systems that allow evacuation instructions to be broadcast throughout the facility. Training and equipment, such as evacuation chairs, are provided to assist in the safe and orderly evacuation of all persons from the facility in the event of an emergency.

Century Court Apartments

The Century Court Apartments, a 128 unit complex located at 5800 Jupiter Rd., Plano Texas, is the only residential facility located on campus (found on the West side of the Spring Creek Campus). The Century Court Apartments are under the ownership and direction of the Collin College Student Housing Foundation. All units are equipped with smoke detection and fire suppression systems. Policies for the safe occupation of the units are governed by the lease and community policy documents and include, but are not limited to the following:

L7. BARBECUE GRILLS – The local fire code prohibits the storage or use of barbecue grills on the sidewalks in front of each building and on the unit patios and balconies. You will be referred to the local Fire Marshal if you fail to comply.

L8. SMOKE DETECTORS - At the beginning of your lease we will test the smoke detector(s) in your Unit for proper operation and working batteries. Thereafter, it is your responsibility to replace the batteries. Do not render the smoke detector(s) inoperable or fail to keep working batteries installed. Report to us any malfunctioning or inoperable smoke detector(s). **Removal of batteries and/or tampering with smoke detectors will result in a \$250.00 fine** from Century Court and possible additional fines by the local Fire Marshal.

L10. SMOKING PROHIBITED – We do not allow smoking in our office, the model, the clubroom or the laundry rooms. Smoking within a Unit is permitted only if all roommates agree that the unit is earmarked as a smoking unit. Properly dispose of cigarette butts in

containers and do not dispose of them on the grounds, on walkways or parking areas. Improper disposal of cigarette butts will result in cleaning fines and or disciplinary action. **Smoking or evidence of smoking in a non-smoking unit or common area will result in resident(s) being fined \$75.00.** Smoking of hookah is prohibited in all areas of the Unit.

L15. PROPERTY INSPECTION/ENTRY / HEALTH AND SAFETY

INSPECTION/ENTRY – Residents have both a right to privacy and a responsibility to abide by College and Community policies, and state and civil laws while living in student housing. The management, through its representatives, reserves the right to enter a Unit or room for the purpose of inspection, repair, inventory, verification of safety-regulation compliance, or to correct a potentially hazardous, disruptive, or life threatening situation. The Manager and/or his/her designee may enter Units/rooms at their discretion if they believe a College or Community policy or state or civil law is being broken or a person is in danger or needs assistance. Whenever possible, a reasonable effort will be made to contact Resident prior to such entry; however that is not always possible. Staff may also enter a Unit /room during a fire alarm, for noise violations if there is no response from the Resident, and for drug and alcohol related infractions. Residents are not required to be present for staff members to enter a Unit or room unless the Resident's presence is specifically requested by a staff member. Items in plain view that represent a violation of College or Community Policies or that are against state or civil laws will be confiscated. All such incidents will be documented and Residents held accountable for the violation.

L16. UNITS – We recognize the importance of personalizing your housing suite. However, in order to comply with fire codes (which exist for your protection and safety), to reduce the risk of accidents, and to prevent other damage to the Unit, we have established the policies that follow. **If you fail to follow these policies, we will charge you a minimum fine of \$75.00.**

- A. We do not allow hot plates in your Unit.
- B. We do not allow multiple-outlet, "octopus," plugs in your Unit unless they have a self-contained circuit breaker. All extension cords must be U.L. approved.
- C. **You may not use halogen lamps, candles, incense, hookah pipes or any open flame items in your Unit. If the power goes out, use flashlights only for light. Do not store flammable liquids in or around your Unit.**
- D. You may not hang, stick, or erect anything in, on, or about any windows or anywhere else on the outside of any building.
- E. All decorations should be temporary in nature so as to not permanently deface or damage any of your Unit finishes. You can hang posters and other wall decorations with poster putty, thumbtacks, or any other method that will not damage painted wall surfaces. No wall papering or painting is permitted in your Unit.
- F. Do not use nails, stickers or tape on the Unit entrance, bedroom and closet doors, or kitchen cabinet surfaces.
- G. We do not allow waterbeds.
- H. **Do not hang anything from sprinkler heads. Damage to these may result in flood damage, which you will be responsible.**
- I. Aluminum foil may not be placed in windows as insulation or decoration.
- J. Live Plants with electric lights (e.g. Christmas Trees) are not permitted.

Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.
- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of College Policy.
- Almost $\frac{3}{4}$ of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any Collin College building or campus.
- Safe evacuation will require familiarization of the exits in each facility so that the evacuees use the nearest stairwell and/or exit from the facility. Safe evacuations also include not using an elevator as a means of escape. The elevators that have not been recalled for fire department use may operate erratically in a fire situation resulting in entrapment. The emergency phone in the elevators should be used to notify the Collin College PD dispatcher should entrapment occur.

If a fire occurs in a Collin College building, campus community members should immediately notify the Collin College Police at (972)578-5555 or dial 911. Collin College Police will initiate a response and can summon the fire department quickly through our communication links. If a member of the Collin College community finds evidence of a fire that has been extinguished, and the person is not sure whether Collin College PD has already responded, the community member should immediately notify Collin College Police to investigate and document the incident.

Statistics and Information Regarding Fires in Collin College Residential Facilities

**There have been no reportable fire incidents on any Collin College facilities*

2010

FACILITY	Date	Cause of Fire	# of Injuries	# of Deaths	Property Loss
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2011

FACILITY	Date	Cause of Fire	# of Injuries	# of Deaths	Property Loss
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2012

FACILITY	Date	Cause of Fire	# of Injuries	# of Deaths	Property Loss
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