



Houston, TX

Campus Safety and Security Report  
2018

*Paper Copy Available upon Request*

## **Campus Safety and Security Report**

The Campus Safety and Security Report provides crime and safety information, policies, and procedures to MyComputerCareer students, faculty, and staff. This information is provided in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* or “*the Clery Act*”. The history of campus crime statistics and security information reporting started with the *Crime Awareness and Campus Security Act of 1990*, which amended the *Higher Education Act of 1965*. The *Crime Awareness and Campus Security Act of 1990* was renamed “*the Clery Act*” by the 1998 amendment. The Violence Against Women Reauthorization Act of 2013 (VAWA) amended The Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, Sexual Assault and Stalking to this Annual Security Report. This report includes one year statistics for VAWA and statistics for the previous three years concerning reported crimes that occurred on-campus and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies, procedures and programs concerning campus security and safety.

### **Reporting Crimes**

All criminal activity and/or emergencies, including sexual assault, should be reported to the Campus Director. All crimes reported to the Campus Director will be kept confidential to the extent of the law. The Campus Director will notify the proper authorities promptly, as necessary. Report all emergencies involving a crime in process, a medical emergency, and/or fire to 911 immediately. After calling 911, contact the Campus Director or other school official. Reporting crimes or other public safety incidents in a timely manner help protect others. The Campus Director or Public Safety Officer on campus is responsible for keeping a log of any criminal/emergency activity. The Executive Director of Compliance prepares the Campus Safety and Security Report annually. In the event an incident or emergency occurs on campus that may affect the safety and security of students, staff, and faculty, the institution will issue timely warnings. Timely warnings will be issued after review by the Campus Director and/or his/her designee. These timely warnings can be issued through various means such as e-mail, postings on Facebook, and/or flyers on campus and described in more detail below.

### **On-Campus Security personnel**

Though the institution does not maintain a campus police or security department, select staff members at each campus are designated to serve as Campus Security Authorities. These individuals are not police officers or security professionals. Campus Security Authorities do not possess the power to arrest. They do not attempt to apprehend perpetrators or to determine whether a crime took place. These tasks are the responsibility of law enforcement. Campus Security Authorities are individuals responsible for student and campus activities, who monitor the security of institutional facilities and equipment, and who are designated by the institution to receive reports of criminal offenses from students, employees, and members of the campus community. The Campus Security Authorities have the authority to ask persons for identification and to determine whether individuals have legitimate business on the campus. Campus Security Authorities also may direct individual to leave the premises. The Campus Security Personnel include the following senior staff members:

**On campus contact numbers**

Richard Barroso - Campus Director - (281) 973-2647

Derrell Sheelor – Asst. Campus Director – (281) 973-2649

**Off-campus contact numbers**

Emergency - 911

Police Department (non-emergency) - (713) 466-5824

Fire Department (non-emergency) - (281) 894-0151

**Campus Access**

All campus facilities are for the use of current students and employees only. The campus has operating hours that range from 9:00 a.m. to 10:30 p.m. Monday through Thursday, 9:00am to 5:00pm on Fridays and 9:00am to 3:00pm on Saturdays. The parking areas are located in well-lit areas and the campus is secured nightly prior to closing.

**Confidential and Anonymous Reporting of Crime**

MyComputerCareer recognizes that under certain circumstances victims of, or witnesses to, a crime may wish to make an anonymous report of the crime. There are two avenues for anonymous reporting. First, victims or witnesses may report information to the Campus Director and request that their identity remain confidential. In this type of reporting the Campus Director may identify the reporting party only to school officials with a need to know, and who are also bound by the promise of confidentiality to the reporting party. It is important to know that since the identity of the reporting party is in fact known, and since no legal protection exists to shield the institution or those of its employees who know the reporting party's identity from being compelled to disclose that information by court order, the identity of the victim or witness may be disclosed if such disclosure is ordered by a court of competent jurisdiction. Further, in any situation where the institution concludes that disclosure of the reporting party's identity is necessary to prevent imminent harm to that party or any other individual, the institution may make such disclosure. Additionally, the institution has created a secondary and anonymous (optional) reporting form located on our website at the following link: <http://www.mycomputercareer.edu/dear-tony/>. This can be used if an individual doesn't feel comfortable reporting an incident to on-campus personnel. This link sends the message directly to the President/Owner of MyComputerCareer.

**Crime Awareness, Prevention and Education**

The institution does not offer on-campus crime prevention training programs. However, the institution encourages students to review the prevention documentation provided by the local police department for preventing crimes. This information can be accessed at:

[http://www.houstontx.gov/police/crime\\_prevention/](http://www.houstontx.gov/police/crime_prevention/)

MyComputerCareer strives to provide its students and employees a secure and safe environment in which to teach and learn, including through compliance with applicable federal, state, and local building codes, board of health and fire marshal regulations. This having been said, the institution recognizes, and encourages others to be aware, that no environment is entirely free of risk. Each person must assume responsibility for his or her own safety both on-campus and off. MyComputerCareer encourages all students, faculty,

staff, and visitors to take an active role in their own safety and security while on campus by adhering to the following guidelines:

- Walk in well-lighted and well-traveled areas after dark. Walk with a friend.
- Immediately report all suspicious persons, vehicles, or activities to the Campus Director.
- Immediately report all crimes, security problems, or hazardous conditions to the Campus Director.
- Never study alone in an isolated area outside of the campus suite.
- Lock your car and secure valuables when using campus parking facilities.
- Use bicycle racks located on campus, and lock your bicycle.
- Become familiar with emergency exits and the locations of fire alarm pull stations and extinguishers in your building.
- Lock offices when you are not present.

During new student registration students are informed about campus security procedures and crime prevention practices, and are encouraged to be responsible for their own security and the security of others. This Campus Crime and Safety Report is emailed out to all students and staff at least annually and referenced in the student catalog which is given to the student at the time of enrollment.

### **Drug and Alcohol Policies**

The legal drinking age in the state of Texas is 21. All employees and students are forbidden to use, possess, transfer or sell illegal drugs on company premises. Violators will be subject to disciplinary action, including immediate discharge for employees and expulsion for students. All employees and students are forbidden to use, possess or be under the influence of alcohol on company premises. Violators will be subject to disciplinary action that may include immediate discharge for employees and expulsion for students. All employees and students are prohibited from being under the influence of any drug on company premises. If an employee is taking a prescription or non-prescription drug that may affect job performance and/or safety, the employee's supervisor may make transportation available for the employee to the employee's home or to the home of a relative of the employee. Any off-duty employee or student who is arrested for possession, use, being under the influence of or selling illegal drugs will be suspended pending the outcome of the judicial proceedings. The employee or student will be discharged or dismissed if subsequently convicted of a drug-related crime. Illegal use, possession or distribution of drugs is subject to criminal legal sanctions under local, state and federal law.

### **Legal Sanctions – Drug & Alcohol**

The use of alcoholic beverages must be in compliance with all State Laws and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal Law and the State Law prohibit the solicitation, procurement, sale or manufacture of

narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, State and Federal law for the unlawful distribution of alcohol and illicit drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in State Prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuse to take a blood alcohol test. Students and/or employees violating these standards of conduct will face sanctions up to and including expulsion, termination of employment, and referral for prosecution.

## **Health Risks Associated with Use of Illicit Drugs and Alcohol**

**Health Risks Associated with Use of Illicit Drugs and Alcohol** The use of illicit drugs and the abuse of alcohol carry significant social, physical, and emotional health risks. Users may suffer damage to key body organs such as the heart, liver, kidneys, and central nervous system. Drugs can kill the user, and the use of drugs and alcohol during pregnancy may cause birth defects or death of unborn babies. Drug users may experience difficulties with concentration and memory that impair learning. They can exhibit mood swings, impaired judgment, isolation, and depression, all of which can contribute to impaired driving, injuries, accidents, domestic or random violence, and sexual assault. Drugs can be instrumental in the deterioration of family units and the breakdown of friendships and other support systems.

## **Information on Preventing Drug and Alcohol Abuse**

While it is difficult to prevent anyone and everyone from using alcohol and drugs, here are five ways to help prevent alcohol and drug abuse:

### **Effectively deal with peer pressure**

The most common reason an individual starts using alcohol and drugs is because their friends utilize peer pressure. No one likes to be left out, and people find themselves doing things they normally wouldn't do, just to fit in. In these cases, you need to either find a better group of friends that won't pressure you into doing harmful things, or you need to find a good way to say no. Prepare a good excuse or plan ahead of time to keep from giving into tempting situations.

### **Deal with life pressure**

A person who is overworked or overwhelmed often feels like a good break or a reward is deserved. But in the end, alcohol and drugs only make life more stressful and many individuals often fail to recognize this in the moment. To prevent using alcohol and drugs as a reward, find other ways to handle stress and unwind. Take up exercising, read a good book, volunteer with the needy, or create something. Anything positive and relaxing helps take the mind off using alcohol and drugs to relieve stress.

### **Seek help for mental illness**

Mental illness and substance abuse often go hand-in-hand. Those with a mental illness may turn to alcohol and drugs as a way to ease the pain. Those suffering from some form of

mental illness, such as anxiety, depression or post-traumatic stress disorder should seek the help of a trained professional for treatment before it leads to substance abuse.

### **Analyze the risk factors**

If you are aware of the biological, environmental and physical risk factors you possess, you are more likely to overcome them. A history of substance abuse in the family, living in a social setting that centralizes alcohol and drug abuse and/or family life that models alcohol and drug abuse can be risk factors.

### **Keep a well-balanced life**

Some people take up alcohol and drugs when something in their life is not working, or when they're unhappy about their lives or where their lives are going. Look at life's big picture, and have priorities in order.

## **Resources for Drug and Alcohol Abuse Treatment**

As community and governmental concern has increased, resources for and knowledge about treatment of drug abuse have become widely available. Many communities now have resources for drug treatment that were not in existence several years ago. Large cities are likely to have a large number of resources available. Generally, those resources for treatment and aid that are part of the patient's home community are most useful. This is due to ease of access and the likelihood of continuing with the aftercare that is so important in drug abuse treatment. Various types of resources are available:

**1. Hospital Emergency Room:** These are the preferred facilities of choice when an overdose of a mind-altering drug is suspected. Since the results of overdose of many of these drugs can be life threatening, it is best to treat potential overdose situations conservatively and to obtain emergency treatment with all due speed.

**2. Police, Fire, and Paramedic Services:** If a drug-abuse situation appears especially dangerous based on the symptoms of the patient, it is wise to use these services to provide the quickest access to treatment. If the behavior of a suspected drug user is so disturbed or inappropriate that you fear it is out of control, use of police and paramedic services is also appropriate.

**3. Emergency Outpatient Treatment Facilities:** These facilities-sometimes known as "urgent care, readicare, surgicare, or emergicare"—differ from fully equipped hospital emergency rooms in their ability to provide a wide range of treatment options. They also cannot provide inpatient care. In serious abuse situations, use of a hospital emergency room is to be preferred.

**4. Drug Treatment Centers:** Many types of drug treatment centers exist. Some work on an inpatient basis and some on an outpatient basis depending on the type of drug abuse involved and their philosophy of treatment. It is wise to survey your community as to the types of drug treatment centers available, the kind of patients they treat, and the economics of treatment. This information is available to faculty and administrators to be used when counseling students with regard to drug issues.

**5. Alcoholics Anonymous and Similar Organizations:** Alcoholics Anonymous is a very important resource for those dealing with alcohol abuse problems. As mentioned above, similar organizations exist to aid cocaine abusers, Cocaine Anonymous, and other drug users, Narcotics Anonymous. Contact numbers for these organizations are in your local phone book. They are non-profit, no cost groups run by their membership. Many of the most successful drug treatment programs are based on AA methods. Many communities have multiple chapters of all these organizations with multiple meetings and contact opportunities. **THEIR IMPORTANCE AS A PRIMARY RESOURCE IN DRUG ABUSE TREATMENT CANNOT BE OVER EMPHASIZED.**

**6. Community Agencies and Social Services Groups:** Many communities provide social service based facilities and groups for drug treatment. Various types of treatment methods are used, depending on the community, the range of services available and the type and severity of abuse involved. Information about such treatment resources can be obtained from your community department of social services or medical services. This information will be available to students and employees.

**7. Church Groups:** Many churches and religious organizations have programs to aid drug users and abusers. These groups are generally without fee. Information about them can be obtained from the churches directly or often through your communities social services agency.

### **Drug and Alcohol Hotlines**

- National Alcohol Hotline 1-800-ALCOHOL
- Cocaine Anonymous 1- 800-662-HELP
- Alcohol and Drug Helpline 1-800-821-4357
- National Council on Alcoholism and Drug Dependence Hope Line 1-800-622-2255
- National Helpline for Substance Abuse 1-800-262-2463
- Drug Abuse Information & Referral Line 1-800-662-HELP (662-4356)



- <https://www.rightstep.com/locations/houston-central/>
- Cheyenne Center, Inc (Inpatient and outpatient)  
<http://www.cheyennecenter.com/>  
10525 Eastex Freeway Houston, Texas 77093 713-691-4898 (residential)  
10810 Eastex Freeway, Ste 200 Houston, Texas 77093 832-230-5435 (outpatient)

- **VA Substance Use Disorder (SUD) Program Locator:**  
<https://www.va.gov/directory/guide/SUD.asp>

- <https://www.veteranscrisisline.net/>



- Crisis Intervention of Houston  
Houston, TX 77098  
(p) 713-533-4500  
<https://crisishotline.org/>



<https://www.va.gov/HOMELESS/NationalCallCenter.asp>

## **Sexual Assault Prevention Policy**

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

### **Unacceptable Conduct and Acts**

Acts of sexual assault and non-consensual sexual contact are not acceptable. For purposes of this policy, “sexual contact” means any intentional touching by the victim or aggressor, either directly or through clothing, of the victim’s or aggressor’s intimate parts for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the aggressor. Sexual contact of the aggressor with himself/herself must be in view of the victim whom the aggressor knows to be present. “Sexual assault” means any act of sexual penetration with another person under any one of the following circumstances:

- Force or coercion is used to accomplish the sexual contact without the person’s consent.
- The victim is mentally incapacitated by being rendered temporarily incapable of appraising or controlling his/her conduct due to the influence of alcohol, drugs, and/or other substances ingested by or administered to that person with or without his/her consent.



- The victim is physically helpless by unconsciousness, sleep, or for any other reason the victim is physically unable to communicate his/her willingness to participate in the act.
- The aggressor knew or should have known that the victim was mentally incapacitated or physically helpless.

### **Procedures Regarding Sexual Assault**

Victims of Rape, Fondling, Incest, Sexual Assault, Domestic/Dating Violence, or Stalking If you are raped or sexually assaulted, you should take the following steps:

1. Get medical attention immediately.
2. Save your clothing.
3. Report the incident to the police even if you decide not to prosecute.
4. Take advantage of available support systems.
5. 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.

If you are the victim of a domestic/dating violence:

1. Assess your immediate safety needs.
2. Call police or 911.
3. Take photographs of abuse and/or property damage.
4. Obtain a copy of your medical reports.
5. Obtain a copy of the police report.

If you are being stalked:

1. Documentation is needed – write down the details.
2. Keep e-mail messages or social media posts, voicemails, texts, etc.
3. Report to the police.
4. Obtain restraining orders through the courts.
5. Monitor your behavior – don't act out against the stalker by committing an illegal act.

MyComputerCareer has a responsibility to respond promptly and effectively to reports of sexual assault, domestic violence, dating violence, and stalking all of which are strictly prohibited. When a report that one of these crimes has occurred, whether the offense occurred on or off campus, the institution will make every effort to ensure the safety and well-being of the victim(s) and ensure they understand their rights and options in writing (copy of this manual). MyComputerCareer will assist any victim who requests assistance in notifying law enforcement to take criminal action against the accused. Additionally, the institution will conduct a prompt, impartial, and thorough investigation and will take all reasonable actions to maintain the confidentiality of all parties during the investigation. However, if a victim insists their name not be disclosed to the accused, the institution's ability to respond may be limited. A victim will be presented academic options, such as a change in class schedule, to alleviate the concern at hand. Both the accuser and the accused are entitled to the same opportunity to have others, such as a support person or witnesses, present during a disciplinary proceeding. Investigations, hearings, and disciplinary decisions will be conducted by applying a preponderance of the evidence standard. This

means that the institution will use their best judgment to determine whether, more likely than not a crime has been committed. Both parties will receive written outcomes of all discipline proceedings at the same time.

### **Criminal Sanctions/Disciplinary Action**

MyComputerCareer employees and students are expected to abide by all local, state, and federal criminal laws. In addition to criminal sanctions and possible liability under such laws, acts of sexual assault and nonconsensual sexual contact will subject a student to institutional disciplinary action. Sanctions could include dismissal, suspension, conduct probation, or any other form of disciplinary sanction. Employees will be subjected to warning, suspension, demotion, or termination from employment.

The disciplinary proceeding will meet the following requirements, per the Violence Against Women Reauthorization Act:

- Include a prompt, fair, and impartial process from the initial investigation to the final result (within 60 days)
- Conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
- Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice
- Will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties
- Require simultaneous notification, in writing, to both the accuser and the accused, of:
  - The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
  - The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
  - Any change to the result
  - When such results become final

### **Prohibition on Retaliation**

Non-Retaliation Policy – Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. MyComputerCareer does not retaliate against those who raise concerns of noncompliance. Any concerns should be brought to the immediate attention of the Campus Director, Assistant Campus Director, Executive Director of Compliance, Director of Human Resources and/or through the Dear Tony Letter.

Being a part of the MyComputerCareer community requires everyone to provide both

support and accountability to each other. Initiating accountability is often uncomfortable and risks interpersonal conflict between the respective parties. The school will not tolerate retaliation against parties who exercise their obligation to see that accountability is brought to bear when warranted. Retaliation may be exerted in many ways, including but not limited to: physical assault, verbal abuse, social ostracizing and other forms of offense and humiliation.

### **Sexual Assault Bill of Rights**

The institution understands the trauma connected with being a victim of sexual violence and promises complete confidentiality of any information you provide to a school administrator. We also promise that we will assist you in notifying any outside individuals or agencies if you so choose.

1. You have the right to notify the following individuals or agencies if you are a victim of sexual violence:
  - a. Richard Barroso - Campus Director – (281) 973-2647
  - b. Derrell Sheelor – Asst. Campus Director – (281) 973-2649
  - b. other designated On-Campus Security personnel
  - c. Executive Director of Compliance, Darren Nelson – (919) 813-6266
  - d. Local Law Enforcement Agencies
    - i. Houston Police Department - (713) 466-5824

**\* In all emergency situations, please dial 911.**
2. You have the right to request assistance from the school to make these notifications.
3. You have the right to obtain an order of protection, no contact order, restraining order, or similar lawful orders issued by a criminal or civil court, or enforce an order already in existence.
4. You have the right to request that prompt disciplinary proceeding be initiated against the accused.
5. You have the right to be notified of any disciplinary actions against the accused.
6. You have the right to be notified of any options in changing your academic or campus living situation.
7. You have the right to have others present during disciplinary proceedings or other related meetings.

Students may find information regarding registered sex offenders at <http://www.nsopw.gov>. Students may also contact the local police department or the regional state police barracks for information regarding sexual predators.

### **Violence Against Woman Reauthorization Act (VAWA) Related Educational Programs**

<https://www.notalone.gov/students>



# FamilyTime

Crisis and Counseling Center

FamilyTime Crisis and Counseling Center  
1203 S. Houston Avenue  
Humble, TX 77338  
(281) 446-2615  
(281) 446-3691-fax

Rape, Abuse and Incest National Network (RAINN)  
1-(800) 656-HOPE



Houston Area  
Women's Center

- <http://www.hawc.org/>



Bay Area Turning Point, Inc.

Houston, TX  
(281) 286-2525



THE COUNCIL  
ON RECOVERY

- <http://www.councilonrecovery.org/>

## VAWA Definitions

### VAWA

The Violence Against Women's Reauthorization Act (VAWA), signed into law March 7, 2013, requires institutions to report beyond the crime categories mandated by the Clery Act, incidents involving domestic violence, dating violence, and stalking.

### Domestic violence:

includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

### Dating violence: means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

**Sexual Assault:**

means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent

**Stalking:**

means engaging in a course of conduct directed at a specific person that would cause a reasonable person to —

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

**Consent:**

In terms of sexual misconduct, means clear, voluntary, and positive verbal or non-verbal communication that all participants have agreed to the sexual activity. Consent must occur prior to or at the same times as the sexual activity. Consent must remain clear, voluntary, and positive throughout the sexual activity. The existence of a prior relationship or prior sexual activity does not automatically ensure consent for current or future sexual contact. There must be consent for each specific type of sexual contact throughout the sexual activity. Consent must be given by each participant involved. A person must be 17 years of age or older to be able to consent to sexual activity if the other participant(s) involved are more than three years of age older than that person. A person who is clearly visibly incapacitated is not able to give consent to sexual activity. An individual who is mentally incapacitated, unconscious, or unaware that the sexual abuse is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim. Consent is defined in the Texas Penal Code, Section 1.07(11) as assent in fact, whether express or apparent. Without consent is also defined in the Texas Penal Code, Section 22.011(b) within the definition of sexual assault, that a person must be 17 years of age or older to be able to consent to sexual activity in the state of Texas.

**Bystander intervention:**

means safe and positive options that may be carried out by faculty, staff or students to prevent harm or intervene when there is a risk of sexual harassment, sexual assault, dating violence, domestic violence or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm.

- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.
- Risk reduction: options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

## Emergency and Evacuation Procedures

### Timely Warnings

Should crimes or incidents occur, either on or immediately adjacent to the campus, which, in the judgment of the Campus Director, do not pose an immediate threat but constitute an ongoing or continuing threat, a campus-wide “timely warning” will be issued to the campus community in a manner that will aid in the prevention of similar occurrences. This timely warning will be issued through our database e-mail system to students, faculty, and staff. Related information also will be posted in classrooms, in the break area and in common areas, as appropriate. This timely warning will withhold the names and other identifying information of victims to ensure confidentiality.

Upon confirmation of an emergency or dangerous situation the Campus Director is authorized to use emergency communication methods to notify the campus community of an emergency situation that would jeopardize their health and safety. Due to the small size of our campus the first alerts will be an announcement on-campus in each classroom and in the common areas. Either simultaneously or immediately following the campus alerts, an e-mail will be sent out to all active students alerting them of the emergency.

The email notifications mentioned above are only used upon the confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring at the campus. “Immediate” threat as used here encompasses an imminent or impending threat. “Confirmation” means that the Campus Director has verified that a legitimate emergency or dangerous situation exists.

Some examples of significant emergencies or dangerous situations are:

- Extreme weather (e.g., tornado, flood)
- Terrorist incident
- Armed person
- Earthquake
- Bomb Threat
- Explosion

Examples of situations that would not necessitate an emergency response or alert include:

- Power outage
- String of larcenies
- Snow closure
- Minor altercation

As time permits, the Campus Director will determine whether, in his or her judgment, the information suggesting that an emergency has occurred is credible through consultation with other Campus Management and personal investigation of the reported emergency event. As noted above, the Campus Director also will consider whether issuing a notification or making

an announcement would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Given the size and nature of all MyComputerCareer campuses, any emergency notification will be distributed to all members of the campus community (i.e., the Campus Director will not limit the notification to select segments of the campus population). In the event of an emergency, the Campus Director will craft a brief notification containing pertinent information about the nature of the emergency (e.g., approaching tornado, gas leak) and include direction regarding the appropriate response (e.g., take cover, evacuate).

In the event of an emergency on campus where evacuation of the facilities is required, the following procedures are recommended:

- Identify the location of the emergency. It is essential that students and staff avoid evacuating into the area involved in the emergency.
- Identify the type of emergency, if possible, which will determine the evacuation process and the order of evacuation.
- Identify students and staff that may need assistance in evacuating the premises.
- Students and staff should proceed to designated meeting areas. Instructors should immediately take attendance to ensure everyone assigned to his/her class have evacuated the building and is accounted for.
- Instructors should immediately report any absence(s) of students not at the meeting point, as identified by the local emergency response team, to emergency personnel at the scene or to the Campus Director.
- Re-entry of the facility is not permitted unless approved by the Campus Director or the Director of Education after consultation with emergency personnel at the scene

#### General Evacuation Procedures (Fire, Gas Leak, examples)

Should an emergency notification be made directing a general evacuation, all persons on campus should exit the building immediately by way of the main entrance facing the Guns and Ammo and head towards the parking garage. Posted evacuation routes for each space are located throughout the building, typically near the door. Persons should not use any elevator while evacuating. It is the responsibility of all able staff to assist any persons with disabilities in descending the stairwell quickly and safely. Individuals who exit the building first must position themselves far enough away from the street to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area. Once outside the building, the Campus Security Authorities will confirm that appropriate emergency personnel have been contacted, congregate all employees in the parking lot in front of the building, confirm that all employees and visitors are out of the building, and meet with emergency personnel at the front entrance to provide additional information. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone is in need of first aid and provide such aid as required. Individuals should not reenter the campus building for any reason until it is declared safe by the appropriate emergency personnel and the Campus Director has agreed to permit persons to re-enter

## **Post-Emergency Measures**

As soon as possible, following the occurrence of an emergency, the Campus Director will alert the President or the Vice President of Operations to facilitate further response, support, and coordination efforts with and among external emergency response entities and the larger community (e.g., local law enforcement authorities, fire department, emergency medical services, disaster relief organizations). The Campus Director also will coordinate with the Leadership Team to assess the aftermath of the emergency event. The goal of this assessment is to identify and avoid any remaining danger or risk to the safety or well-being of students, staff, and visitors to the MyComputerCareer campus. Should the Campus Director determine that an ongoing or continuing threat to the campus community exists, a campus-wide “timely warning” will be issued in a manner consistent with the policies discussed above. The Campus Director will work to maintain order and take necessary steps towards restoring general campus operations. Subsequent informational notifications will be communicated to students and staff via email, online notifications, and campus postings

MyComputerCareer will conduct annual tests of the notification system to ensure preparedness in the event of an actual emergency. Such tests may be announced or unannounced, and may include email or text message test alerts, scheduled drills or exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Documentation of any such test is maintained on Campus and includes a description of the exercise, the date and time at which it occurred, and whether it was announced or unannounced.

Through fire and evacuation drills, the posting of this Report on the website, including a link to the report in the student catalog for students and employees, and direct emails of the report to students, the institution publicizes emergency response and evacuation procedures to students and staff on an at least annually.

## **Preparation of the Annual Disclosure of Crime Statistics**

A key feature of this document is the disclosure of statistics regarding certain types of crimes reported to the institution or local law enforcement. Each year the institution prepares these statistics with the assistance of local law enforcement agencies. When compiling and preparing the statistics disclosed in this report, the institution solicits, collects, and examines (1) crime data received from local law enforcement, (2) incident reports filed by any member of the institution or the Campus Director. The institution collects and examines data for crimes and incidents reported during the prior calendar year.

## **Clery Geography and Crime Location**

Consistent with federal regulations, the institution examines, collects, and reports statistics for crimes that are reported to local police agencies or to a Campus Security Authority during the prior calendar year, and that occurred on or within its “Clery geography.” The law defines an institution’s Clery geography to include:



- Buildings and property that are part of the campus;
- Public property within or immediately adjacent to and accessible from the campus.
- The institution's non-campus buildings and property. (Not Applicable at MyCC)

When reporting crime statistics, the law requires an institution to specify in which of these three locations the reported crime occurred. In addition, institutions must identify, of the crimes that occurred on campus or on public property immediate adjacent to the campus. The institution collects and reports crimes consistent with these requirements. However, because the institution does not own or operate any non-campus buildings or property or dormitories or other residential facilities for students, statistics are not reported for these categories of location.

Consistent with federal law, the institution compiles and classifies crime information in accordance with the following guidelines:

- Statistics for murder and non-negligent manslaughter, manslaughter by negligence, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession are compiled using the definitions of those crimes from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program.
- Statistics for fondling, incest, and statutory rape are compiled using the definitions of those crimes from the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program.
- Statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are compiled using the definitions provided in the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program.
- Statistics for dating violence, domestic violence, and stalking are compiled using the definitions set out earlier in this Report, which are taken from the federal regulations implementing the Clery Act.

Finally, though each year the institution is only compiling crime statistics for crimes reported during the prior calendar year, the report always includes the data for the three previous calendar years, where applicable.

## **2018 Campus and Vicinity Crime Report**

The next page lists all of the offenses that were reported to the local police during the 2015, 2016 and 2017 calendar year. The crimes reported during the 2015 and 2016 calendar year occurred in or immediately adjacent to our prior location at 5177 Richmond Avenue Suite 110 Houston, TX 77056. The 2017 calendar year contains statistics for the current location at 7908 North Sam Houston Parkway West, Suite 300 Houston, TX 77064. You may request the full crime statistics report for a specific year from the Campus Director or go to <http://www.houstontx.gov/police/cs/beatpages/cs18f20.htm> for the comprehensive list of all crimes by year for a specific "beat". Simply enter the campus address listed above.

| Crime                                             | Year | On-Campus | Public Property |
|---------------------------------------------------|------|-----------|-----------------|
| Murder and non-negligent manslaughter             | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Manslaughter by Negligence                        | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Rape                                              | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Fondling                                          | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Incest                                            | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Statutory Rape                                    | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Robbery<br><i>occurred near our prior address</i> | 2015 | 0         | 1               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Aggravated assault                                | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Burglary                                          | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Motor vehicle theft                               | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Arson                                             | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Hate Crimes                                       | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Liquor law violations                             | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Drug law violations                               | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Weapons law violations                            | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| <b>Violence Against Women Act (VAWA)</b>          |      |           |                 |
| Domestic Violence                                 | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Dating Violence                                   | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |
| Stalking                                          | 2015 | 0         | 0               |
|                                                   | 2016 | 0         | 0               |
|                                                   | 2017 | 0         | 0               |