

**Texas Campus**  
1114 W FM 1382  
Cedar Hill, TX 75104  
972-291-1541



## **Campus Security**

Officers are available 24 hours a day, 7 days a week to respond to requests for assistance from students, faculty, and staff.

The 24-hour security number is 972.293.5442 or from the campus network phones, dial ext. 5442.

- For medical emergencies, call “911” immediately – then call campus security and let them know the nature and location of the emergency.
- Campus security officers are supervised by the Director of Security and are responsible for securing buildings and grounds, traffic regulations and parking control.
- Campus security personnel have the authority to enforce all campus policies and Texas State laws.
- Crime Prevention and Safety Procedures – Students are expected to assume responsibility for their property and personal safety by making sound decisions and reporting any concerns to security immediately.
- Proactive methods employed by campus security against personal property theft include parking lot and building patrols, campus escorts (as requested), routine lighting and emergency equipment checks.
- Firearms and other weapons are prohibited on University property.

All students, employees and visitors are strongly encouraged to report all concerns to campus security immediately. Posters/signs with reporting procedures are placed in visible areas throughout the campus.

Crimes should be reported to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the campus community, when appropriate. In addition, if you observe an individual acting in a manner which suggests that the individual may be a threat to himself or herself, or to others, please err on the side of reporting what you observe.

Upon receipt of a complaint, campus security officers, or the appropriate college officials are immediately dispatched to the area. A detailed report is made and appropriate follow-up is conducted.

## ***Enforcement***

Campus security personnel have the authority to enforce all campus policies and Texas State Laws. These officers do not carry weapons nor do they have arrest powers. Northwood University maintains a very strong relationship with the Cedar Hill and Dallas County law enforcement agencies. These agencies are contacted to assist with some on-campus complaints. The City and County agencies also notify Northwood University officials of off-campus incidents that involve Northwood students.

All crime victims and witnesses are strongly encouraged to immediately report the crime to campus security or the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## *Campus Prevention & Safety Procedures*

Students must assume responsibility for their personal and property safety. In an effort to assist students against personal property theft, the campus security department offers:

- Identification engraving
- Parking lot patrol
- Campus crime prevention and rape awareness seminars.
- Campus escorts as requested.

Campus posters/fliers are also used on a regular basis to inform and remind students and employees of safety and crime prevention techniques and to detail campus security policies and procedures.

Note: Firearms & other weapons are prohibited on campus.

## *Facilities*

Students and staff have access to campus facilities during the hours designated as open. The entire campus is closed to unauthorized guests and traffic between the hours of 9:00 p.m. to 6:00 a.m. All vehicles arriving after 9:00 p.m. must be registered upon entry to the campus.

Campus security officers patrol the entire campus and report activities and concerns to the proper departments in order to promote the safety and security of the campus community.

Lighting and emergency equipment surveys are performed regularly to aid in proper operation. All malfunctioning items are directly reported to the Physical Plant Department.

## *Residence Halls*

All residential areas are patrolled continually by housing and security personnel. After posted visitation hours, only resident students and Northwood staff are permitted on campus. All on-campus housing **areas** are single sex units **with** opposite gender visitation as follows:

Sunday morning - Thursday night

**10:00 a.m. – 12:00 a.m.**

Friday night - Saturday night

**10:00 a.m. – 2:00 a.m.**

## **Fire Safety Standards and Measures**

<b>Fire Safety Report</b>	
<b>On Campus Student Housing</b>	<b>2010</b>
Number of fires	0
Cause of fire	0
Number of injuries related to fire that result in Treatment at a medical facility	0
Number of deaths related to a fire	0
Value of property damage caused by a fire	0

An annual inspection is completed on all campus fire systems. None of the student housing facilities have a sprinkler system. All student housing facilities have smoke detectors with horn devices.

### **Fire Prevention/Policies for Student Housing**

Any and all fires would require a written report by security and housing. A record of the security report would be maintained by security and a copy sent to student services.

Residents are not permitted to possess candles or incense in any facility on campus. Smoking is not permitted in several areas on campus, including all on-campus housing. Outdoor smoking areas are designated. Smoking is prohibited in all residence hallways. All University Housing is Smoke Free. Fire Drills will occur each semester. These drills will be unpublicized, and must be treated as if they were real fires. Each resident will evacuate the building whenever a fire alarm sounds for security and safety reasons.

### **FIRE SAFETY & FIRE DRILLS**

#### **In the Event of a Fire**

If you smell smoke or detect a fire, activate the nearest alarm to you and notify emergency personnel. Before opening any door, use the back of your hand to check to see if it is hot. If hot, leave the door closed and stuff wet towels or clothes in the cracks and open a window. If the door is not hot, open it slowly. Exit the building cautiously.

#### **FIRE ALARMS**

Fire alarms are located in each residence hall to alert occupants in case of a fire. Residents must comply with all fire alarms/drills. Failure to evacuate will result in disciplinary action. Activating a false alarm or tampering with the alarm is strictly prohibited and will result in severe disciplinary actions.

**At the sound/sight of a fire alarm, a student should immediately follow the procedures below:**

- Close all windows and leave overhead light ON.
- Before opening any door, feel the door.
- If it is hot do not open it. Open the window and exit through the window if possible. If exit not possible, place wet towels or clothes under doorways, and call Campus Security (x4373) to notify them that you are trapped. Stay close to the floor if smoke enters the room.
- If it is not hot, open the door slowly, and exit the building using extreme caution.
- If you have exited the building, stand clear of the building and go to the farthest end of the parking lots that surround the buildings (staying as far away from the building as possible).
- No resident should return to the building until the "All-Clear" is given.

## ***Alcohol/Drug Policy***

All policies regarding the following statements can be found in the Student Handbook or at [www.northwood.edu/compliance](http://www.northwood.edu/compliance). On the Northwood University Texas Campus, handbooks are distributed to all new and returning students during the orientation and validation process. Additional copies are distributed at other validation sessions and are available in the Student Services Office. Included in the handbook is:

- A statement of policy regarding the possession, use, or sale of alcoholic beverages and illegal drugs.
- A description of drug and alcohol abuse education programs. \*
- A description of the State underage drinking laws and the Federal and State drug laws. \*

## ***Sexual Assault***

Northwood University strives to prevent the occurrence of sexual assaults. The following is a description of University policies regarding such incidents:

Educational programs, open to all, are presented several times per year through residence hall programs and student meetings. Informational flyers, etc., are posted throughout the campus detailing this issue.

To report a sexual offense occurring on campus, individuals should contact campus security at **972.293.5442** or the Housing Director at **972.293.5464**, or the Dean of Students at **972-293-5488**, immediately. Victims should not shower, bathe, or change clothes. All evidence should be preserved. Victims are encouraged to have a physical examination at a hospital immediately following a report. Victims have the right and are encouraged to contact the local law enforcement authorities, or have NU campus security personnel assist in doing so.

Victim assistance will be provided by the Student Services Office or the NU Health Facility. Information concerning other community counseling options is available through the Student Services Office. Victims of any sexual offense may request to change academic and living arrangements by contacting the Student Services Office.

In addition to any legal proceeding conducted through the court system, on-campus disciplinary action is handled through the Student Services Office. During disciplinary meetings, the victim and the accused have the opportunity to have others present. Both also shall be informed of the outcome of such hearings.

If a student is found guilty of a sexual assault/sexual harassment, possible sanctions range from disciplinary probation to dismissal. Each sanction is issued on a case by case basis. Additional information regarding the proceedings can be obtained from the Student Services Office.

If a victim requests an alternative housing option, the University will make every effort to work with the victim to provide all possible options. Requests should be made to the Dean of Students and the Director of Housing.

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974. Northwood University is providing a link to the Federal Bureau of Investigation [www.fbi.gov/hq/cid/cac/registry.htm](http://www.fbi.gov/hq/cid/cac/registry.htm). This webpage also contains the links to Sex Offender Registries by State. Information may also be obtained by going to the local police department and completing an open records request for offenders in that jurisdiction

## Campus Crime Statistics

The following tables indicate serious crimes reported by calendar year to campus security and local law enforcement.

Northwood University - Texas Campus						
The Crime and Security Help Desk has clarified reporting requirements regarding public property. Based on this clarification, the Texas Campus does not have any public property to report statistics on.						
Offense	On-Campus Residential Facilities			Other On-Campus Facilities		
	2010	2009	2008	2010	2009	2008
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-forcible Sex	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0

Hate Crimes	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>Campus Disciplinary Action</b>						
Liquor Law Violations	7	17	9	0	0	0
Drug Abuse Violations	1	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0
<b>Arrested For</b>						
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0

<b>Off-Campus Facilities – Fort Worth</b>			
<b>Offense</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Murder/Non-negligent manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes	0	0	0
Negligent Manslaughter	0	0	0
Arson	0	0	0
<b>Campus Disciplinary Action</b>			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Illegal Weapons Possession	0	0	0
<b>Arrested For</b>			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

## Confidential Reporting Procedures

If you are a victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Dean of Students or Head of Campus Security can file a report with the details of the incident without revealing your identity. The purpose of the report is to comply with your wish to keep the matter confidential, taking steps to ensure safety of yourself and others, keep accurate records and determine if there is a pattern of crime for a particular location. All crime will be counted and disclosed in the annual crime statistics for the University.

Crime statistics are maintained by campus security for crimes occurring on campus. Crimes occurring on non-campus locations and public property are obtained from local law enforcement agencies.

## Emergency Response and Evacuation Procedures

In the event that a situation arises and constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through one or all of the following methods:

- The Northwood Now system for emergency notification this system can send messages via text, phone call, and/or email. This system is tested 3 times each year.
- University’s email system
- Blackboard
- Marquee
- Voicemail
- RA call list for students in dorms
- Word of mouth
- Using building contacts on crisis management plan

We encourage all students, staff, and visitors, to take security precautions to help prevent incidents from occurring.

Anyone with information warranting a timely warning should report the circumstances to the Director of Security 972-293-5464, Dean of Students 972-293-5488, Provost 972-293-5449 or in person at the security office.

A crisis response manual was created as a document to guide the university Crisis Management Committee through an emergency. The manual contains policies and procedures for dealing with a range of emergency situations. Although no document can cover every conceivable emergency, the crisis manual attempts to address many specific emergency situations as well as create a consistent way of identifying, planning, and addressing a range of emergencies. The manual addresses not only human created emergencies such as an active shooter but also nature related emergencies such as severe weather incidents or communicable disease outbreaks. The manual also identifies the roles and responsibilities of university officials during an emergency situation.

## Missing Student Protocol

### **Purpose**

To maintain compliance with the Higher Education Opportunity Act, Northwood University has established the following missing student protocol. This policy is intended to establish formal notification procedures for students who live in on-campus housing and who have been reported missing for more than 24 hours. This protocol specifically pertains to students who live in on-campus housing and have been missing for at least 24 hours.

## **General**

Any member of the Northwood University community who believes that a student who lives in on-campus housing has been missing for more than 24 hours should immediately call security at 972-293-5442.

## **Procedure**

### **I. Sign-Up**

- A. All students will be requested by the Office of Residence Life, at the time of housing sign-up, to provide the name and contact information for a person to be contacted in case of emergency. In addition, the students who choose to live on-campus will also be given the option to provide the contact information for a person to be contacted in the event that student is missing for at least 24 hours.
- B. The Office of Residence Life will maintain the contact information for each student in case of emergency and will maintain this information as confidential. The emergency contact information will not be used for any other purpose.
- C. If a report is made to the security department that a student living in on-campus housing is missing and it is determined that the student has been missing for at least 24 hours, the following notification procedure will be followed.

### **II. Notification Procedure**

- A. Upon receipt of a report of a missing person, the security department will immediately notify the Dean of Students and the Housing Director.
- B. After consulting the Dean of Students and the Housing Director, if it is determined that the student has been missing for at least 24 hours, the person(s) listed as the emergency contact person will be contacted/notified by the Dean of Students, the Housing Director, or by a member of the security department. This notification will take place within 24 hours of the time the student was reported missing. In addition to notifying the emergency contact person, the Cedar Hill Police Department will be contacted immediately upon the determination that the student has been missing for at least 24 hours.
- C. If the student is under the age of 18 years and is not emancipated, the student's custodial parent(s) or legal guardian(s) will be contacted.

Northwood University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, gender, color, religion, creed, national origin or ancestry, age, marital status, disability or veteran status. The University also is committed to compliance with all applicable laws regarding nondiscrimination.