

# BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

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**SUBJECT:** *Annual Security and Fire Safety Report*

**EFFECTIVE DATE:** October 3, 2016

**BOARD POLICY REFERENCE:** CGC

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## **PURPOSE**

Blinn College is dedicated to providing a safe and healthy environment for students, employees, and visitors. This includes ensuring that the College is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and disseminating important crime statistics and campus safety information to the Blinn College community. The publication of the Annual Security and Fire Safety Report is intended not only to communicate mandatory crime statistics, campus, and fire safety information for students, staff, and current and potential employees in accordance with federal law, but also to assist prospective students and their families in selecting a college by providing information demonstrating that Blinn College is a safe place to learn, work, and live.

Students and employees are encouraged to read and understand information about the college's Annual Security and Fire Safety Report. You can find more information regarding the Administrative Regulations for Blinn College at <https://www.blinn.edu/admnpolicy/intro.htm>.

The elements of Blinn College's Annual Security and Fire Safety Report include:

- A. Campus Law Enforcement
- B. Campus Security
- C. Reporting Crimes
- D. Weapons
- E. Missing Student Notification Policy
- F. Clery Crime Statistics
- G. Crime Prevention
- H. Prohibition Against Dating Violence, Domestic Violence, Sexual Assault, and Stalking
- I. Emergency Notifications/Timely Warnings/Crime Alerts
- J. Emergency Response and Evacuation Procedures
- K. Drug and Alcohol Prevention Programs for Student and Employees
- L. Student Housing Fire Statistics
- M. Fire Code Violations
- N. Contact Information

## **PREPARATION OF THE ANNUAL SECURITY AND FIRE SAFETY REPORT**

In accordance with federal guidelines, the Blinn College Police Department and the Emergency Management Department will compose the Annual Security and Fire Safety Report and statistical information with input from various sources such as local law enforcement agencies, Facilities Services, Student Services, Student Success, Human Resources, Marketing, Communications, and other Blinn College Administration.

## **DISTRIBUTION**

Blinn College strives to provide the most up-to-date and accurate information to students and employees. The College will maintain the Police website and have a link to the current Annual Security and Fire Safety Report. If

a paper copy is requested, it can be obtained by contacting the Blinn College Police Department at 979-830-4755. In addition:

- A. Students and employees will receive an email annually, on or before October 1 of every year, containing information that states the Annual Security and Fire Safety Report is now available with a link to the electronic report, and that this information can be found on the Police Department website.
- B. Blinn College will begin a communication campaign on or before October 1 to distribute the Annual Security and Fire Safety Report to each prospective student each fall and spring semester. The campaign will send an email to the prospective Blinn College students as they enter the prospective student channel beginning on or before October 1 and continuing through May 31 of the next year.
- C. The College will provide all new employees with a new hire packet that will include the link to the Annual Security and Fire Safety Report in the “Acknowledgement of Receipt of Workplace Information,” and will post a link to this information on both new faculty and staff orientation pages.