School of Automotive Machinists & Technology
1911 Antoine Drive, Houston, Texas 77055 (713) 683-3817

ANNUAL CAMPUS SAFETY AND SECURITY REPORT 2026

(Emergency Preparedness)

(Reported September21, 2026)

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ANNUAL SECURITY REPORT AND SAFETY PLAN

INTRODUCTION

The School of Automotive Machinists & Technology (SAM Tech) prepares the following report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. This report is prepared in cooperation with local law enforcement agencies, Executive Director, and the Director of Education.

Students and employees are annually notified of SAM Tech's security and safety considerations. Students and employees are encouraged to be responsible for their own security and the security of others.

REPORTING CRIME STATISTICS

Statistics on the following crimes and offenses are to be reported in the annual security report.

1. Criminal Homicide: Murder, non-negligent, and negligent manslaughter. Non-negligent manslaughter is the killing of a person through gross negligence.

2. Sex Offenses, Forcible or Non-forcible: A forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent, i.e., intoxicated. Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," e.g., incest, statutory rape, rape, and fondling.

3. Robbery: The taking, or attempting to take anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

4. Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

5. Burglary: The unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.

6. Arson: Willful or malicious burning or an attempt to burn a dwelling house, public building, motor vehicle or aircraft, or personal property.

7. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

8. On-site Arrests for Alcohol, Drug, and Illegal Weapon Violations.

9. The number of students referred for school disciplinary actions for alcohol, drug or illegal weapon violations. (If included in the report as an arrest, a referral does not need to be reported under this category.)

10. Hate Crimes falling into the above list, involving bodily injury, or reported to the campus security office or local police (Hate crimes are to be reported by category of prejudice: race, gender, religion, sexual orientation, ethnicity, or disability). Note that HEOA of 2008 modified (effective August 14, 2008) the list of hate crimes that must be reported to include the following crimes: larceny-theft, simple assault, intimidation, and property destruction, damage, or vandalism (20 USC 1092 (f) (1) (F) (ii)).

11. Dating violence, domestic violence, and stalking.

REPORTING CRIMINAL OFFENSES AND EMERGENCIES

Students, faculty, and staff are encouraged to promptly report any problems with the school environment to the Executive Director and/or the Associate Executive Director and have the right to confidentially report these matters. The School of Automotive Machinists & Technology documents all criminal acts and emergencies and reports such to local law enforcement as required by federal and/or state law. Furthermore, these events are included in the Annual Campus Crime and Safety Report as required by law.

TIMELY WARNINGS OF CRIMINAL ACTIONS AND OTHER EMERGENCIES

The Executive Director, or an express designee, has a responsibility to provide timely warnings about reported crimes to the SAM Tech community in a manner that will aid in the prevention of similar crimes.

The Decision to Issue a Timely Warning

A warning must be issued when both of the following conditions are met: (1) arson, aggravated assault, criminal homicide, robbery, sex offenses, illegal weapons possession, burglary, motor vehicle theft, or any crime determined to be a hate crime is reported to the Executive Director and (2) the crime is considered by the School to represent a continuing threat to students or employees.

A warning may be issued regarding other crimes as deemed necessary by the Executive Director. The Executive Director, or an express designee, is responsible for making the decision whether a timely warning will be issued.

Determining Whether a Continued Threat Exists

1. Whether a reported crime constitutes a continuing threat must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the school community, and the possible risk of compromising law enforcement efforts.

2. Examples of crimes that could constitute a continuing threat include but are not limited to:

    a. a serial crime that targets certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended.

    b. a crime in which there is no apparent connection between perpetrator and victim and the perpetrator has not been apprehended.

3. Crimes that would not constitute a continuing threat include but are not limited to:

    a. crimes in which the perpetrator has been apprehended, thereby neutralizing the threat.

    b. crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

Content of the Warning Notice

1. The warning must contain sufficient information about the nature of the threat to allow members of the school to take action to protect themselves. Some, if not all, of the following information will be included in the warning:

    a. A succinct statement of the incident.
    b. Possible connection to previous incidents, if applicable.
    c. Physical description of the suspect.
    d. Composite drawing of the suspect, if available.
    e. Date and time the warning was released.
    f. Other relevant and important information.

2. In some cases, law enforcement may need to keep some facts confidential to avoid compromising an investigation.

Timing of the Warning

In an immediate and serious threat, e.g., an active shooter on school grounds, a warning may need to be issued immediately with a few facts and then be continually updated until the threat is contained or neutralized.

If a threat that is less immediate, the warning can go out later after facts are more fully developed.

Method of Distribution

1. The warning must be distributed in a manner reasonably likely to reach the entire school community.

2. Depending on the circumstances, any of the following methods, or combination thereof, may be used.

    a. Posting of notices
    b. School email
    c. Text message
    d. Activation of the school intercom (and bull horn)

e. Posting to the School of Automotive Machinist & Technology's website home page
f. Press release

SECURITY AND ACCESS TO THE SCHOOL

Access to academic facilities is limited to authorized personnel, students, and invited guests. Guests are subject to SAM Tech's policies and conduct codes. Employees and students are responsible for the conduct of their guests. Employees and students must get prior approval from the Executive Director and/or the Associate Executive Director before bringing a guest onto the academic facilities.

If a safety concern exists, employees and students should contact the School of Automotive Machinists & Technology at 713-683-3817 and in the event of a crime in progress, dial 911.

SAM Tech does not maintain campus residences nor campus law enforcement. In addition, SAM Tech does not non-campus locations or offer student organizations officially recognized by the institution.

DRUG AND ALCOHOL PREVENTION INFORMATION

This information regarding drug and alcohol use is provided in response to the *Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226),* which require that the School show that it has adopted and implemented a program to prevent illicit use of drugs and the abuse of alcohol by students and employees.

ALCOHOL AND DRUG USE/ABUSE POLICY

Federal, state, and local laws prohibit the use, possession, and distribution of illegal drugs. *Public Law 101-226, Drug-Free Schools and Communications Act Amendment*, requires institutions of higher education to distribute information about, and to enforce policies concerning, illicit drugs and illegal consumption of alcohol. These policies apply to actions on school property and participation in any school-sponsored activity.

The School of Automotive Machinists & Technology (SAM Tech) maintains the following policies regarding alcohol and drug use/abuse.

- SAM Tech does not accept or condone the use of illicit drugs in any form on school grounds or during school-sponsored events.

- Employees caught using illegal narcotics or under the influence of alcohol during working hours will be subject to disciplinary action up to, and including, termination of employment.

- Students who come to class under the influence of illegal drugs or alcohol or are caught in possession of illegal drugs on school grounds, on school transportation, or during school-sponsored events will be subject to disciplinary action up to, and including, expulsion from the school. In the case of an expulsion, reinstatement of such an offender will occur only after the student has successfully completed a drug rehabilitation program.

- Individuals who are dismissed on the above grounds will be referred to criminal authorities for prosecution for violations of the standards of conduct listed above.

- Students who are convicted of violating federal, state, or local laws pertaining to illicit drugs and illegal alcohol use will be ineligible for federal financial aid.

- In the state of Texas, anyone under 21 years of age may not legally drink or purchase alcohol. Students under age 21 cannot possess or consume alcohol on school grounds or at any school event.

- SAM Tech does not allow alcoholic beverages to be consumed by students in the vicinity of the school grounds.

The school administration maintains the right to deny any school organization the privilege to serve alcoholic beverages at any event if it is deemed to be in the best interest of the school and students involved.

PREVENTION

Choices relating to alcohol and other drug use can affect your safety, academics, health, relationships, and the lives of others in the SAM Tech community. Alcohol and other drug misuse often results in

- sexual assaults.
- increases in vandalism.
- discipline problems.
- decreases in academic performance.
- injuries.
- medical problems.
- deaths including overdoses.
- suicides.
- traffic fatalities.
- impaired driving abilities.
- physical and psychological dependency.

Absence from work, erratic job performance, safety hazards and a decrease in job productivity are just a few problems experienced by persons who are impaired by using alcohol and other drugs. Each of us must become aware of the issues related to alcohol and other drug use in our community.

Heath Risks of Alcohol and Drugs

ALCOHOL

Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons compared to nonusers of alcohol. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse can cause any or all of the following: bleeding from the intestinal tract, damage to nerves and the brain, impotence, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible.

Cancer is the second leading cause of death in alcoholics and is ten times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol can result in respiratory arrest and death.

DRUGS

The use of illicit drugs usually causes the same general types of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol.

Cocaine

Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (crack) is smoked. Users can progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes which can result from use include over-stimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Cocaine dependency requires considerable assistance, close supervision, and treatment.

Amphetamines

Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, and hallucinations. Intense fatigue and depression resulting from use can lead to severe depression. Large doses may result in convulsions and death from cardiac or respiratory arrest.

MDA and MDMA (XTC, Ecstasy)

These amphetamine-based hallucinogens are sold in powder, tablet, or capsule form and can be inhaled, injected, or swallowed. They cause similar, but usually milder, hallucinogenic effects than those of LSD. Because they are amphetamines, tolerance can develop quickly and overdose can result. Exhaustion and possible liver damage can occur with heavy use. In high doses, these drugs can cause anxiety, paranoia, and delusions. While rare, these drugs have been associated with deaths in users with known or previously undiagnosed heart conditions.

Rohypnol (Rophies, Roofies, Rope)

This drug is in the same category of drugs as Valium, a benzodiazepine, but it is more potent than Valium. Initially, it causes a sense of relaxation and a reduction of anxiety. At higher doses, light-headedness, dizziness, lack of coordination, and slurred speech occur. The drug affects memory and, in higher doses or if mixed with other drugs or alcohol, can result in amnesia for the time period the user is under the influence. Because of this amnesia effect, Rohypnol has been given intentionally to others to facilitate sexual assault and other crimes. Combining this drug with other sedating drugs, including alcohol, will increase the intensity of all effects of the drug and, in sufficient doses, can cause respiratory arrest and death. Dependency can occur.

Heroin and other opiates

Addiction and dependence can develop rapidly. Use is characterized by impaired judgment, slurred speech, and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea, vomiting, and muscle and joint pains.

Hallucinogens or psychedelics

These include LSD, mescaline, peyote, and phencyclidine or PCP. Use impairs and distorts one's perception of surroundings, causes mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects.

Solvent inhalants (e.g., glue, lacquers, plastic cement)

Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent with chronic use.

Marijuana (Cannabis)

Marijuana is usually ingested by smoking. Smoking marijuana causes disconnected ideas, alteration of depth perception and sense of time, impaired judgment, and impaired coordination. Prolonged use can lead to psychological dependence.

Damage from intravenous drug use

In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop HIV, hepatitis, tetanus (lock jaw), and infections in the heart. Permanent damage or death can result.

Penalties under Texas Law

Manufacture or delivery of controlled substances (drugs)

The minimum penalty is confinement in jail for a term of not more than two years or less than 180 days, and a fine not to exceed $10,000. The maximum penalty is confinement in Texas Department of Corrections (TDC) for life or for a term of not more than 99 years nor less than fifteen years, and a fine not to exceed $250,000.

Possession of controlled substances (drugs)

The minimum penalty is confinement in jail for a term of not more than two years or less than 180 days, and a fine not to exceed $10,000. The maximum penalty is confinement in TDC for life or for a term of not more than 99 years nor less than fifteen years, and a fine not to exceed $250,000.

Delivery of marijuana

The minimum penalty is confinement in jail for a term of not more than 180 days, a fine not to exceed $2,000, or both. The maximum penalty is imprisonment for life or for a term of not more than 99 years nor less than ten years, and a fine not to exceed $100,000.

Possession of marijuana

The minimum penalty is confinement in jail for a term of not more than 180 days, a fine not to exceed $2,000, or both. The maximum penalty is confinement in TDC for life or for a term of not more than 99 years nor less than five years, and a fine not to exceed $250,000.

Public intoxication

The minimum penalty is a fine not to exceed $500. The maximum penalty varies with age and number of offenses.

Purchase of alcohol by a minor

The minimum penalty is a fine not to exceed $500. The maximum penalty varies with age and number of offenses.

Consumption or possession of alcohol by a minor

The minimum penalty is a fine not to exceed $500. The maximum penalty varies with the number of offenses.

Purchasing for or furnishing of alcohol to a minor

The minimum penalty is a fine not to exceed $4,000 or confinement in jail for a term not to exceed one year, or both. The maximum penalty is a fine not to exceed $4,000 or confinement in jail for a term not to exceed one year, or both.

Penalties shown above are based on language contained in applicable Texas statues and are subject to change at any time by the Texas Legislature and the Governor.

Penalties under Federal Law

Manufacture, distribution, or dispensing of drugs (including marijuana). The minimum penalty is a term of imprisonment for up to three years and a fine of $250,000, or both. The maximum penalty is a term of life imprisonment without release (no eligibility for parole) and a fine not to exceed $8,000,000 for an individual or $20,000,000 (if other than an individual).

Possession of drugs (including marijuana)

The minimum penalty is imprisonment for up to one year and a fine of not less than $1,000, or both. The maximum penalty is imprisonment for not more than 20 years nor less than five years and a fine of not less than $5,000 plus costs of investigation and prosecution.

Distribution of drugs to a person under 21 years of age

The minimum penalty is double the federal penalty for distribution of drugs. The maximum penalty is triple the federal penalty for distribution of drugs.

The federal penalties quoted are based upon language contained in the applicable federal statutes creating criminal offenses above regarding controlled substances and are subject to change at any time by Congress and the President. There are additional factors in the federal sentencing guidelines, including various enhancement provisions for prior offenses. Title 21 U.S.C. Section 860 provides that the federal statutory penalties double (and in some cases triple) when a controlled substance is distributed (or even possessed with intent to distribute) within 1,000 feet of a school or a public university the federal sentencing guidelines, including various enhancement provisions for prior offenses.

Title 21 U.S.C. Section 860 provides that the federal statutory penalties double (and in some cases triple) when a controlled substance is distributed (or even possessed with intent to distribute) within 1,000 feet of a school or a public university.

SCHOOL REFERRAL PROGRAM

SAM Tech provides written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. Listed below are some of these services.

Counseling (Behavioral and Mental Health)

District Counseling of Spring Branch
1458 Campbell Rd #200, Houston, TX 77055
(346) 200-5865

Greater Heights Behavioral Health Associates, PLLC
2180 N Loop W #400, Houston, TX 77018
(346) 204-4632

Hearts of Hope Counseling (Houston)
10303 Northwest Fwy. Suite 318, Houston, TX 77092
(832) 374-8334

Victim Advocacy

Houston Area Women's Center.
713-528-7273
info@hawc.org

Legal Assistance

Houston Volunteer Lawyers
1000 Louisiana St # 3600, Houston, TX 77002
(713) 228-0735

Lone Star Legal Aid
1415 Fannin St, Houston, TX 77002
(713) 652-0077

Visa and Immigration Services

DCS Visa Solutions LLC
2909 Hillcroft St Suite 513, Houston, TX 7705
(713) 787-9700

Student Financial Aid

Please contact the Financial Aid Office at SAM Tech for assistance.

Alcohol and Drug Abuse Counseling

The following organizations are available to students and employees for alcohol and drug abuse counseling.

Alcoholics Anonymous Houston
Intergroup Association, Inc.
24 Hour Phone: (713)686-6300
Site: www.aahouston.org

Drug and Alcohol Treatment Organizations

West Houston
Town & Country Transitional Outpatient Program
900 Town & Country Lane
Suite 225
Houston, Texas 77024
(713) 766-4842

North Houston
Right Step North Houston – Outpatient
2159 FM 1960 W
Suite 111
Houston, Texas 77090
(866) 406-5247

South near Johnson Space Center
AOD Resource
17045 El Camino Real
Suite 108
Houston, Texas 77058
(281) 971-1969

The following organizations are available to students and employees for assistance with mental health and for support for those at risk of self-harm during the COVID-19 era.

1. Mental Health America of Greater Houston
   2211 Norfolk St #810
   Houston, TX 77098
   713-523-8963

2. NAMI Greater Houston
   9401 Southwest Freeway, Suite 1234
   Houston, TX 77074
   713-970-4483

3. Harris County Public Health
   2223 West Loop South
   Houston, TX 77027
   713-439-6000
   713-755-5050 (emergencies)

SEXUAL ASSAULT PROCEDURES AND PROGRAMS (Dating Violence, Domestic Violence, Sexual Assault, and Stalking)

SAM Tech's program to prevent dating violence, domestic violence, sexual assault, and stalking by first educating students, incoming students, employees, and incoming employees regarding each respective definition. This takes place through

- dissemination of this report.
- clarification of the definitions dating violence, domestic violence, sexual assault, and stalking.

SAM Tech prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

Sexual Assault

In Texas, sexual assault is defined as intentional or knowing non-consensual sexual contact or penetration of another person. Lack of consent can include physical force, threats, coercion, and situations where the victim is unconscious or mentally incapable of resisting. The definition covers various acts, such as penetration of the anus or sexual organ of another, penetration of the victim's mouth by the actor's sexual organ, or sexual contact without consent.

In Texas, *consent* for sexual activity must be clear, voluntary, and ongoing, meaning it's an enthusiastic "yes," not the absence of "no," and cannot be given if someone is incapacitated by drugs/alcohol, mentally unable, or under the age of 17 (the age of consent).

The Summer Willis Act (effective Sept. 2025) specifically defines consent within the Penal Code, addressing issues where victims might not resist due to trauma or impairment, making it clear that silence or lack of resistance isn't consent.

Key elements of sexual assault in Texas

- **Non-consensual sexual contact:** This includes any unwanted sexual contact or penetration without the other person's consent.

- **Lack of consent:** Consent is not given if the victim is compelled by physical force, violence, coercion, or threats. It also invalidates consent if the victim is unconscious, physically unable to resist, or unaware.

- **Specific actions:** The definition includes specific acts like the sexual organ penetrating another person's anus or sexual organ, or penetrating another person's mouth with one's own sexual organ.

- **Scope:** The law also covers scenarios where a person exploits a relationship of dependency, such as a health care provider or clergyman exploiting a patient or parishioner.

- **Felony offense:** Sexual assault is typically charged as a felony in Texas, with penalties varying based on the specifics of the case.

Victims of sexual assault, dating violence, domestic violence, sand stalking or persons who have information regarding a sexual assault are strongly encouraged to report the incident to the appropriate law enforcement authorities, including local law enforcement and school officials; however, should a student be sexually assaulted, it is the student's option to notify these parties. At the student's request, the school officials will assist in notifying the proper authorities.

It is the policy of the School to conduct investigations of all sexual assault and related offences complaints with sensitivity, compassion, patience, and respect for the victim. All information and reports of sexual assault are kept strictly confidential. This includes completing publicly available recordkeeping, including Clery Act reporting and disclosures, with including personally identifiable information regarding the victim as defined in section 4002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C.13925(a)(2).

SAM Tech will provide written notification to victims about options for available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measure if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

In addition, the Executive Director and/or Associate Executive Director ensures that any accommodation or protective measures are maintained to the extent that maintaining confidentially would not impede SAM Tech's ability to provide such accommodations or protective measures. The victims of sexual assault are not required to file criminal charges or to seek judicial actions through the school disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical and emotional assistance.

Victims of family violence, sexual assault, stalking, or human trafficking in Texas can apply for a court-issued protective order to safeguard themselves and their children. Key rights include:

- **Protection from Harm**: Victims have the right to receive adequate protection from harm and threats of harm related to their cooperation with prosecution efforts.

- **No Contact Provision**: A protective order can stipulate that the abuser must not contact the victim, a victim's children, or other family members, and must stay away from their home, workplace, and the children's school or daycare center.

- **No Fees**: A victim cannot be charged a fee for filing, serving, or obtaining certified copies of a protective order.

- **Enforcement**: Violating a protective order is a criminal offense, which can lead to the abuser's arrest and criminal charges.

Information and assistance are available through the Houston Area Women's Center.
Phone: 713-528-7273; info@hawc.org. The hotline is open 24 hours a day and their counselors can help answer medical and emotional questions in complete confidence.

<u>Dating Violence</u>

In Texas, dating violence is defined as an act committed by an individual against a person with whom they have or had a romantic or intimate relationship, or against their current or former partner's intimate partner.

The act can be physical, sexual, verbal, or emotional abuse, or a threat that reasonably causes the victim to fear imminent physical harm, bodily injury, assault, or sexual assault.

Domestic Violence

Under Texas law, family violence occurs when on member of a family or household acts in a way towards another member of the family or household that is intended to result in physical harm, assault, or sexual assault.

Stalking

In Texas, stalking is defined as a pattern of repeated and unwanted conduct that causes a person to fear for their safety or the safety of their family, resulting in substantial emotional distress. This can include actions like following someone, waiting for them at various locations, or harassing them through repeated communication or online activities.

Safe and Positive Option for Bystander Intervention

Safe bystander intervention in Texas focuses on the "4 D's": Directly addressing the issue if safe, Distracting the situation, Delegating to authorities or others, and Delaying to check in afterward, prioritizing personal safety first by assessing risk and recruiting help, all while promoting positive norms and offering support to those at risk.

Safe & Positive Intervention Options (The 4 D's)

- Direct: Safely and calmly tell the person their behavior is inappropriate or offer direct help, e.g., "That joke isn't okay, please stop," or "Let me walk you home".
- Distract: Interrupt the situation with a diversion, like asking for the time, spilling a drink (accidentally!), or changing the subject to diffuse tension.
- Delegate: Get help from others, such as campus officials, security, police, or other friends, to intervene or report the incident
- Delay: Check in with the person who was targeted *after* the incident to offer support, ask if they're okay, or help them find resources

Resources of Dating Violence, Domestic Violence, Sexual Assault, and Stalking

SAM Tech encourages all students, faculty, and staff to protect themselves, loved ones, and fellow students. Listed below are some resources.

- National Domestic Violence Hotline 800-779-7233
- Rape, Abuse, & Incest National Network (RAINN) 800-656-4673
- Houston Domestic Violence Hotline 713-528-2121
- Houston Sexual Assault Hotline 713-528-7273
- Houston Area Women's Center at 713-528-7273

Procedures Victims Should Follow if a Crime of Dating Violence, Sexual Assault, or Stalking has Occurred

SAM Tech can assist the victim with issues including, but not limited to, class schedule changes, or withdrawal procedures.

Guidelines or suggestions to follow after a sexual assault include:

1. Get to a safe place as soon as you can.

2. Contact the Police Department at 911.

3. Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.

4. 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 the clothing you were wearing at the time of the attack in a paper, not plastic, bag.

5. Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support. You can reach a counselor by calling the Houston Area Women's Center at 713-528-7273.

6. Contact someone you trust to be with you and support you.

Medical Treatment

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted disease or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution.

Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality of the evidence may be diminished.

Sex Offenders Registry

The *Campus Sex Crimes Prevention Act* is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering at a school.

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

Information about registered sex offenders may be found on the Texas Department of Public Safety webpage at https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx.

SEXUAL HARASSMENT POLICY (including alleged dating violence, domestic violence, sexual assault, or staking)

The School of Automotive Machinists & Technology is committed to providing educational programs and activities for students and applicants for admission that are free from sexual harassment. Sexual harassment in any manner or form is expressly prohibited. All claims of sexual harassment will be promptly and thoroughly investigated. Appropriate action will be taken based upon the results of the investigation.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature directed toward a student or applicant for admission where:

- submission to the conduct is an explicit or implicit term or condition of a person's status in a course, program, or activity; or in admission; or in an academic discussion; or

- submission to or rejection of the conduct is used as the basis for academic decisions; or

- the conduct has the purpose or sole effect of unreasonably interfering with the individual's academic performance or creating an intimidating, hostile, or offensive environment.

Students or other individuals who feel they have been sexually harassed have several ways to make their concerns known. We each have an obligation to

- tell the individual if his/her language or actions are offensive.

- indicate to the individual that you will report any repeat occurrence or problem; and

- promptly report harassment to the Executive Director and/or the Associate Executive Director. Keep the matter confidential and discuss only with the parties involved. All information disclosed in the investigation will be kept as confidential as possible, but some disclosure to those with a need to know or for the purposes of furthering the investigation may be necessary.

If a student wishes to make a complaint of sexual harassment, dating violence, domestic violence, sexual assault or stalking, please be prepared to lodge a formal grievance.

A person who initiates a complaint involving any of the aforementioned actions, with cause, will not be the subject of retaliation or discipline, nor will the initiation of the complaint affect grades, class selection, or other matters for students. However, making false or exaggerated complaints is cause for disciplinary action, up to and including immediate dismissal from SAM Tech.

When a complaint investigation shows probable cause that the harassment, dating violence, domestic violence, sexual assault, or stalking did take place, the offender will be subject to disciplinary action, up to and including dismissal from the school. The appropriate law enforcement organization will be contacted.

HARASSMENT, INTIMIDATION, AND BULLYING

SAM Tech is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- physically harms a student or damages the student's property; or
- has the effect of substantially interfering with a student's education; or
- is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies.

Corrective discipline, and/or referral to law enforcement and counseling will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violation of this policy.

Finally, when a student or employee reports to SAM Tech that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, SAM Tech will provide the student or employee a written explanation of the student's or employee's rights and options.

PROCEDURE FOR DISCIPLINARY ACTION IN CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING (Sexual Misconduct)

Reporting Sexual Misconduct

Any person who believes sexual misconduct occurred may promptly report the incident to the Executive Director or Associate Executive Director/Title IX Coordinator if reporting sexual violence including sexual assault, domestic violence, dating violence, or stalking. The Title IX Coordinator or designee will then perform an intake assessment within a reasonable period of receiving any sexual misconduct report.

The intake assessment may include preliminary interviews and interim step recommendations. The Title IX Coordinator or designee will conduct an investigation following the intake assessment if the complaint alleges sexual misconduct.

SAM Tech strongly supports the parties' privacy interest in sexual misconduct cases. Except for disclosures required by local, state, or federal law, SAM Tech will disburse information regarding such cases only to the parties and to individuals responsible for preparing the School's response. SAM Tech does not require mental-health counselors, pastoral counselors, social workers, psychologists, health center employees, or any other person with a professional license requiring confidentiality, or who is supervised by such a person, to report, without the individual's consent, incidents of sexual violence to the School in a way that identifies the individual.

SAM Tech may take interim steps to protect the complainant, respondent, and the School's community members pending the investigation or hearing of a sexual misconduct complaint depending on the nature of the complaint and the evidence. Violating interim steps may result in a non-academic misconduct charge against a student or disciplinary action up to and including employment termination for employees (independent of the initial sexual misconduct inquiry). Interim steps should be individualized for each complaint.

Interim steps may include, but are not limited to: issuing a no-contact order prohibiting the parties from having contact with each other; removal from the classroom setting; administrative leave; or making arrangements for alternative academic and employment environments. Interim steps that separate a student from his or her education must be approved by the Executive Director.

Notice and Investigation

The Title IX Coordinator or designee will provide written notice of the complaint to the respondent within a reasonable period of receiving it. The Title IX Coordinator or designee will impartially investigate the sexual misconduct allegations. Some cases may be resolved informally if all parties and the School agree.

Advisor

Parties have the right to consult with an advisor of their choosing. The advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. A party may be accompanied by his or her advisor to any meeting or proceeding related to a complaint under this policy. While the advisor may provide support and advice to the party at any meeting or proceeding, the advisor may not speak on the party's behalf or otherwise participate in, or in any manner delay, disrupt, or interfere with any meeting and or proceeding.

Investigation Report and Response

The Title IX Coordinator or designee will complete an investigation report after concluding the investigation. The parties shall have the same meaningful access to the investigation report. The parties will then have a reasonable period to respond in writing to the investigation report.

Sexual Misconduct Result Proceedings

Once the Title IX Coordinator or designee receives or should have received the parties' written response to the investigation report, he or she shall determine whether the investigation revealed allegations rising to the level of sexual violence as defined in this policy. If so, then the Title IX Coordinator shall arrange for a hearing conducted by a third party hearing officer. If the investigation did not contain allegations rising to the level of sexual violence, then the Title IX Coordinator, using the evidentiary standard, will determine whether the alleged sexual misconduct occurred.

1. Evidentiary Standard A preponderance of the evidence standard must be used in any result proceeding under this section.

2. Proceedings for Sexual Misconduct Excluding Sexual Violence

   The Title IX Coordinator will determine whether the sexual misconduct did or did not occur in cases that do not rise to the level of sexual violence. The Title IX Coordinator's result shall be delivered to the complainant, the respondent, and the Executive within a reasonable time of the Title IX Coordinator's receipt of the complaint. Either party may appeal the Title IX Coordinator's determination to the Executive Director. The Executive Director's decision is final.

Proceedings for Sexual Violence

For allegations of sexual violence, SAM Tech will hold a hearing conducted by the Executive Director. The hearing will take place within a reasonable period after the Title IX Coordinator receives (or should have received) the parties' responses to the investigation report. The Title IX Coordinator shall provide the parties with notice of the hearing. The Title IX Coordinator shall provide the Executive Director with the investigation report and the parties' responses at or before the hearing. Both the complainant and the respondent will have an opportunity to present witnesses and evidence at this hearing. The complainant and the respondent may be accompanied by an advisor, including legal counsel. Personal attendance is not required from either party. Neither the complainant nor the respondent will have an opportunity to question the other party, whether personally or through the advisor. Each party will be limited to presenting his or her case, except that either party may submit desired cross-examination questions to the Executive Director on the date of the hearing or to the Title IX Coordinator before the hearing. The Executive Director will determine whether to ask the questions submitted during his or her questioning of either party—that decision is not appealable. The hearing result, the result's rationale, and any recommended sanctions shall be delivered to the complainant and the respondent within a reasonable time period after the hearing.

The Executive Director's decision regarding the sanctions will be final.

Potential Sanctions

1. Students: If the investigation or hearing reveals that sexual misconduct was committed by a student, further action will be taken, including, but not limited to, expulsion from the school or criminal prosecution. Moreover, SAM Tech will not subject students to disciplinary actions other policy violations (e.g., alcohol or drug consumption, academic misconduct, or non-academic misconduct) disclosed during the course of the proceedings. The absence of such disciplinary action encourages students to report sexual misconduct and participate in proceedings without fear of reprisal.

2. Employees: If the investigation or hearing reveals that sexual misconduct was committed by an employee, further action will be taken up to and including immediate employment termination or termination from upcoming employment.

3. Third Parties: If the investigation or hearing reveals that sexual misconduct was committed by a non-employee non-student, further action may be taken, including, but not limited to, immediate severance and termination of any contractual or business relationships.

Retaliation Prohibited

No School community member may retaliate against a person because of that person's sexual misconduct complaint, exercise of his or her right to file a formal or informal sexual misconduct complaint, use of any of the related processes that SAM Tech provides, cooperation with an investigation, or testimony or other evidence offered by that person connected to a complaint. A complaint's actual or perceived truth does not excuse retaliatory conduct. Any person who observes retaliation should promptly notify the Title IX Coordinator. Individuals found to have committed retaliation may be subject to disciplinary actions

MISSING PERSONS POLICY

SAM Tech recognizes the importance of safety for our school community. The purpose of this policy is to establish the process for responding to reports of missing students, as required by the *Higher Education Act of 2008*.

For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information regarding the missing person's daily schedule, habits, punctuality, and reliability.

Circumstances can also include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with, or in the company of, persons who may endanger the student's welfare.

Emergency Contact Information Designation

Students age 18 and over or emancipated minors are given the opportunity during each academic year to designate an individual or individuals to be contacted by the School no more than 24 hours after the time that the student is determined to be missing in accordance with procedures of this policy. A designation will remain in effect until changed or revoked by the student.

For students under the age of 18 or in the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the School is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures.

All students are given the opportunity to provide their emergency contact persons and telephone numbers.

Official Notification Procedures for Missing Persons

Any individual on campus who has information that a student may be a missing person must notify the Executive Director immediately by phone at 713-683-3817 or in person by going to the school at 1911 Antoine Drive, Houston, Texas 77055.

The Executive Director will gather all essential information about the missing student from the reporting person and from the student's acquaintances (i.e., description, clothes last worn, where the student might be, who the student might be with, vehicle description, cell phone records, class schedule, information about the student's physical and mental well-being, up-to-date photograph, etc.). Appropriate school staff will be notified to aid in the search for the student.

If the above actions are unsuccessful in locating the student, or it is immediately apparent that the student is a missing person (i.e., witnessed abduction), the Office of the Executive Director will contact the appropriate city, county, or state law enforcement agency to report the student as missing. That agency will then take charge of the investigation.

No later than 24 hours after determining that a student is missing, the Executive Director or designee will notify the emergency contact for students 18 years of age and older, or the parent or guardian for students under the age of 18. Contact is contingent upon the correct emergency contact information being made available by the student.

In order to avoid jurisdictional conflicts when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Executive Director will assist outside agencies with these investigations as requested.

School Communications about Missing Students

In all cases of a missing student, the law enforcement agency conducting the investigation will provide information to the media. Law enforcement personnel are best suited to provide information to the media that is designed to elicit public assistance for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement.

ANTI-HAZING POLICY

I. Policy Statement

The School of Automotive Machinists & Technology strictly prohibits hazing in accordance with federal law and the Texas Education Code.

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus by one person or acting with others, directed against a students, that endangers the mental or physical health or safety of a student for purposes including initiation into, affiliation with, or maintaining membership in any organization.

Hazing is prohibited regardless of a student's willingness to participate.

II. Prohibited Conduct

Examples of hazing include, but are not limited to:

- Physical brutality (e.g., whipping, beating, branding)
- Forced physical activity or exercise
- Sleep deprivation
- Exposure to extreme weather
- Forced consumption of food, alcohol, or substances
- Activities causing mental stress (e.g., humiliation, intimidation)
- Any activity that induces, causes, or requires a student to violate the law

III. Duty to Report (Texas-Specific Requirement)

Under Texas law, any person who has firsthand knowledge of hazing is required to report it.

Failure to report hazing is a criminal offense. A person commits an offense if they:

- fail to report hazing.
- encourage or assist hazing.
- engage in hazing.
- allow hazing to occur.

IV. Immunity Provision

A person who reports hazing in good faith is immune from civil or criminal liability and from institutional disciplinary action, except for their own conduct.

V. Reporting Procedures

Reports may be made through the following channels:

Executive Director. 713-683-3817
Associate Executive Director. 713-683-3817

VI. Investigation Process

All hazing reports will be investigated promptly, fairly, and impartially.

Process includes:

1. Initial review of the report.
2. Notification of involves parties.
3. Evidence collection (interviews, documentation).
4. Determination using preponderance of evidence.
5. Written outcome and sanctions.

Investigations may proceed alongside criminal investigations.

VII. Sanctions

Violations may result in:

For Individuals:

- Disciplinary probation
- Suspension
- Expulsion

Criminal penalties under Texas law may also apply:

VIII. Prevention and Education

SAM Tech provides:

- ongoing awareness campaigns.
- bystander intervention training.

IX. Transparency Requirements

The institution

- publish hazing statistics annually.
- maintain a public report of hazing violations.
- update reports at least twice per year.

X. Retaliation Prohibited

Retaliation against individuals who report hazing or participate in investigations is strictly prohibited.

XI. Distribution of Policy (Texas Requirement).

This policy will be distributed to

- all students annually.
- faculty and staff.

EMERGENCY RESPONSE PLAN PROCEDURES

Emergencies and disasters are unpredictable and strike without warning. SAM Tech has organized and implemented emergency response procedures, as well as guidelines to help prepare and train all employees to respond effectively to an emergency.

This plan contains quick reference information and procedures on how to report an emergency, what to do, who will assist you and what help will come from building and professional emergency units during such emergencies. Students, faculty and staff should be very familiar with the safety procedures.

Phone Numbers for Emergencies

Police	911
Fire Department	911
Ambulance	911
Executive Director	713-683-3817

Special Provisions

- The fire alarm system is located on the first floor in the administrative area.
- The public address system is located on the first floor.

- Portable fire extinguishers are located on each floor of the building and in the laboratory area (9 extinguishers) in accordance with all federal and state regulations. These are to be used for electrical fires or on gasoline, paint, or other combustible materials.

- At any time a fire is discovered or any time a fire extinguisher has been used, the appropriate security office must be notified.

- These extinguishers must be recharged after use.

Safe Working Facilities

The continuous practice of good housekeeping is essential to the prevention of accidents, fires and personal injuries. Faculty, staff, and students are expected to keep work areas neat and orderly. A cluttered working environment is a dangerous place. By cleaning up after each task performed, a general housekeeping is necessary only occasionally. All personnel and students are responsible for

- keeping benches, tables, floors, aisles and desks clear of all materials not being used.

- keeping an adequate passageway to exits clear.

- keeping clear space around fire extinguishers and electrical controls.

- keeping floors free of liquids, spilled ice, oil, stirring rods, stoppers, electrical cords, pencils, and other tripping hazards.

- reporting all loose tiles on floor to the Executive Director.

- cleaning up spills and disposing of the materials used to absorb the spills.

- removing and disposing of broken glass.

- using proper waste-disposal receptacles for solvents, rags, paper, etc.

- keeping containers clean and properly labeled.

- keeping the quantities of chemicals needed for current work.

- hanging clothing in its proper place; not draped over equipment, work benches, chairs or desks.

- placing boxes and chemicals at a safe height.

- securing all laboratories, classrooms, and offices at the end of each working day to ensure the off-hour safety of buildings and those who may yet be working in it.

- knowing the location of the nearest exit from the buildings. Smoking is prohibited in buildings.

Weekly Safety Survey of All Work Areas

Ryan Spicka is the safety coordinator for the school. He is responsible for monthly inspections of the following:

- Lighting
- Fire extinguishers
- Safety gear needed
- First aid kits (office and lab areas)
- Emergency eye wash (first floor men's room)
- First aid wool fire blanket in the *dyno* room
- Damaged furniture

A monthly report is generated summarizing the status of the inspected items and safety incidents are recorded.

Policies and Procedures for Responding to a Hurricane Watch or Warning

When the National Weather Service issues a hurricane watch or warning, (or other severe weather), it means that a hurricane is possible. The National Weather Service will announce the approximate time of detection and direction of movement. In this event, school will immediately be dismissed and students will be instructed to follow the guidelines set forth by the local weather authorities.

Policies and Procedures for Responding to Medical Emergencies

1. Students at SAM Tech being of the age of majority are considered mature enough to seek appropriate relief. When students become ill in class, they should ask to be excused from the classroom. Medical emergencies may sometimes occur while a class is in session or in other gathering places.

2. If the person cannot or should not be moved, the following steps should be taken.

3. Move other members of the class and/or other students away from the individual in distress.

4. If the individual is unable to give directions for his or her care, send someone to call 911 for emergency assistance, or notify the Executive Director to call 911 for emergency assistance.

5. When calling 911 on a cellular phone, be prepared to provide the following information: your name, cellular phone number, nature of the emergency, and the location of the incident. In cases other than an accident, the individual(s) is responsible for all 911 call charges. For cellular 911 calls, the location/address of the school is 1911 Antoine Drive, Houston, Texas 77055.

6. While waiting for emergency medical assistance to arrive, provide whatever comfort and aid the individual appears to need. If no one has first aid training, do not attempt to provide assistance beyond making the individual comfortable and clearing the area of furniture or other equipment that may be in the way of removing the individual from the room.

7. When the ambulance arrives, provide the emergency workers with whatever information you may have about the person's illness or injury.

As soon as practical, contact an administrator who may be able to provide necessary insurance or other information, or to contact parents, spouse, or other emergency contact.

Policies and Procedures for Responding to Incidents Involving Assault, Injury, or Death

In the event of an incident involving assault, injury, or death, the student or school employee first on the scene will notify the Houston Police Department by phoning 911 from a campus phone or 911 from a cellular phone. The SAM Tech employee is responsible for notifying the Executive Director with first-hand details of the situation. The Executive Director along with staff will monitor the situation and decide appropriate actions to be taken. The School will serve as the information center. All information and/or decisions made by the Executive Director or the designee will be immediately conveyed to students, faculty/staff, and the general public by verbal and/or written notices at the school, announcements posted on SAM Tech's website, and/or public emergency announcements on area radio and television stations.

Policies and Procedures for Communicating with Parents, Members of the Family, or Media

In a crisis situation, it is normally the responsibility of the Executive Director or designee working in conjunction with the local authorities to make any and all notifications to a student's parent(s) and/or members of the family as soon as possible. In all crisis situations, the Executive Director or designee shall be responsible for communicating with the media. It will be the responsibility of the Executive Director or designee to control media access and to provide news releases and/or statements which will represent the official position of the school. In all cases, the privacy of the persons involved in the crisis must be honored.

Policies and Procedures for Closing the School

Only the Executive Director or administrator in charge in her absence has the authority to close the school. When this action is to be taken, the Executive Director will notify all faculty and staff.

Lockdown Procedure

Should an event require the School to be locked down, follow these steps.

1. Students that are in classes located in the main (Theory) should proceed, if possible, to the nearest room that is not on the perimeter of the building. Secure the room as best as possible.

2. Students that are in the building that houses the EFI Calibration program should proceed, if possible, to any room that does not contain windows. Secure the room as best as possible.

3. Students that are in the laboratory should proceed, if possible, to the cylinder head room. Secure the room as best as possible.

4. Administrative staff should proceed, if possible, to the office located adjacent to the administrative desk.

Fire Extinguisher Type/Operation Procedures

SAM Tech has ABC fire extinguishers, which means these fire extinguishers will put out wood, paper, flammable liquids, and electrical fires. To operate the fire extinguisher, remember the acronym PAS:

P = Pull the pin and twist it. This breaks the plastic tie.
A = Aim the nozzle/hose at the base of the fire.
S = Sweep from side to side, aiming at the base of the fire

Fire extinguishers are located on each floor and in all laboratories.

Fire Blankets

Two fire blankets are housed in the laboratory area. The blankets can be used to extinguish chemical fires.

COVID-19

The School of Automotive Machinists & Technology & Technology (SAM Tech) adheres to the Center for Disease Control (CDC) COVID-19 protocols. Listed below is the School's policy regarding COVID-19.

If you test positive for COVID-19 or have symptoms regardless of vaccination status

1. Stay home for at least five days.

2. Wear a well-fitting mask if you must be around others.

3. If you have symptoms, end isolation and return to school after five full days if you are fever-free for 24 hours (without the use of fever-reduction medication) and your symptoms are improving.

4. If you did not have symptoms, end isolation, and return to school after at least five full days after your positive test.

5. If you were severely ill with COVID-19, you should isolate for at least 10 days. Consult your physician before ending isolation.

If you were exposed to COVID-19 and are not current on COVID-19 Vaccinations

1. Stay home and quarantine for at least five full days.

2. Wear a well-fitting mask if you must be around others.

3. Get tested at least five days after you last had close contact with someone with COVID-19 even if you do not develop symptoms.

After Quarantine

After quarantine, you should watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

- isolate immediately and get tested.
- remain at home until you know the results.
- wear a well-fitted mask for 10 full days any time you are around others or in public.
- avoid being around people who are at high risk.

If you were exposed to COVID-19 and are current on COVID-19 vaccinations

1. You do not need to stay home unless you develop symptoms.

2. Get tested at least five days after you last had close contact with someone with COVID-19 even if you do not develop symptoms.

3. Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

4. If you develop symptoms, isolate yourself immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

5. Take precautions until day 10.

6. Wear a well-fitting mask.

7. Avoid being around people who are at high risk.

If you were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days

1. You do not need to stay home unless you develop symptoms.

2. Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

3. If you develop symptoms isolate yourself immediately and get tested. Stay home until you know the results. Wear a well-fitted mask around others.

4. Take precautions until day 10.

5. Wear a well-fitting mask.

6. Avoid being around people who are at high risk.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms.

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC continues to update this list as they learn more about COVID-19. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Additional Information

You may go to cdc.gov for more information about COVID-19.

Update

The COVID-19 public health emergency (PHE) ended on May 11, 2023. However, due to developing variants, students should be aware of the contraction risk.

For any questions regarding this policy, please contact Linda Massingill, Executive Director or Kimberly Klevenhagen, Associate Executive Director.

Fire Alarm

The fire alarm is located on the first floor.

Houston Fire Department's Actions

Upon arrival of the Houston Fire Department personnel, they are in charge of the building and fighting the fire. Once the fire department arrives on the scene, they assume full responsibility for fire suppression. Any people involved in fire suppression should relinquish their duties to the Houston Fire Department.

Important Points to Remember

- If caught in smoke, take short breaths, breathe through your nose and crawl to escape. The air is purer near the floor.

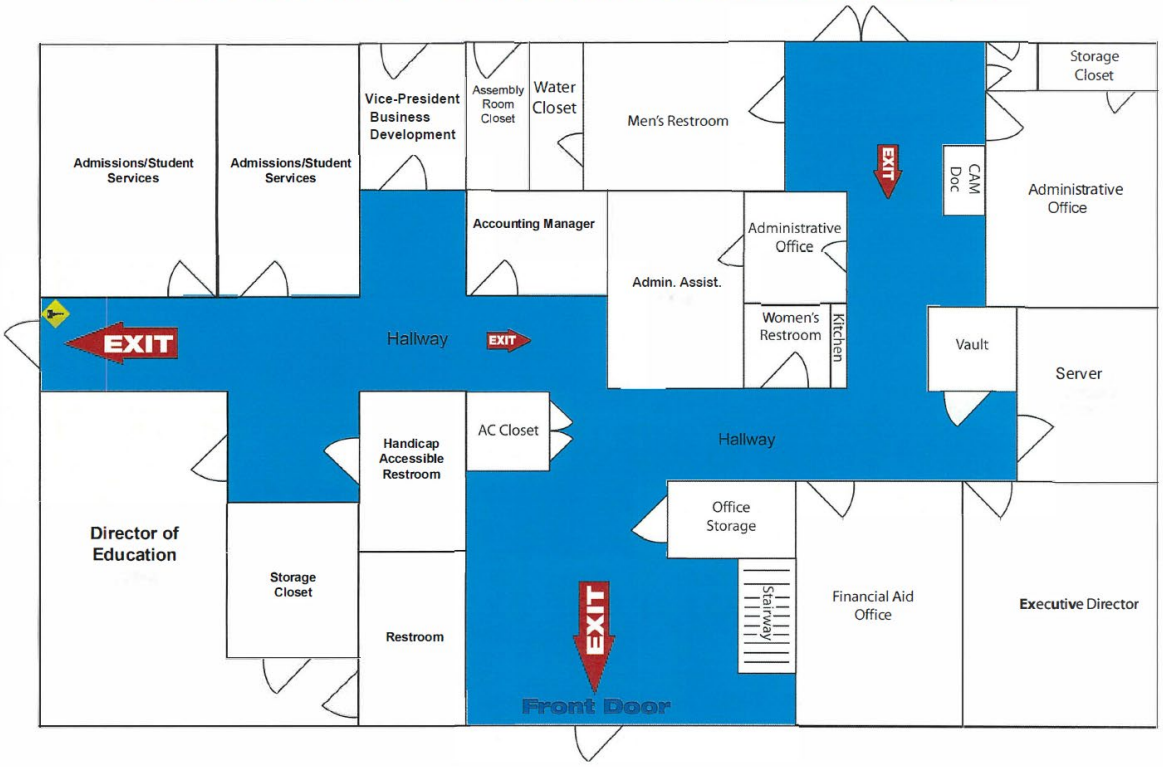
- Touch all doors with the back of your hand before opening. If heat or pressure comes through the door, shut it quickly, and seek another exit.

- If evacuation is necessary, leave the building immediately through the nearest safe exit.

The following three (3) pages contain the main building diagrams that indicate all exits. For the building that houses the EFI Calibration program, proceed to the nearest safe exit if evacuation is necessary.

School of Automotive Machinists & Technology
1911 Antoine Drive, Houston, Texas 77055 (713) 683-3817

FIRE ESCAPE - ADMINISTRATIVE OFFICES



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FIRE ESCAPE - UPSTAIRS CLASSROOMS

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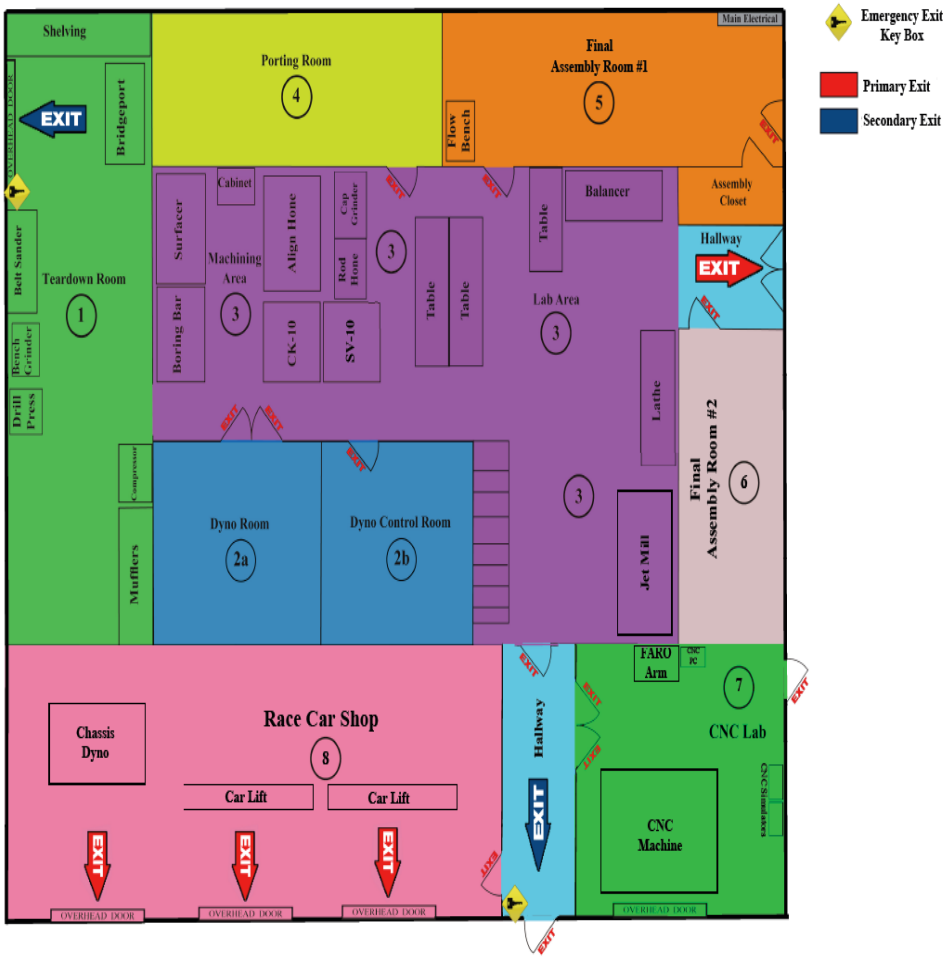
FIRE ESCAPE - LAB AREA



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CRIME STATISTICS

The following statistics are provided for your information in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The annual crime report is prepared by gathering campus crime statistics and data from local law enforcement and information obtained by the Financial Aid Director. The report is prepared by the Financial Aid Director and the General Education/Compliance Coordinator.

Criminal Offenses - On campus

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

Criminal offense	Total occurrences On campus		
	2023	2024	2025
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	1
k. Arson	0	0	0

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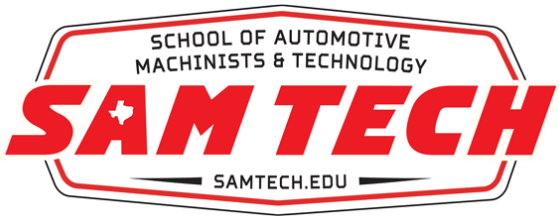
Criminal Offenses - Public Property

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

Criminal offense	Total occurrences on Public Property		
	2023	2024	2025
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0
k. Arson	0	0	0



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Hate Crimes - On campus

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

YEAR 2025

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

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YEAR 2024

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

YEAR 2023

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d.Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0

n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

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Hate Crimes - Public Property

screen instructions

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

YEAR 2025

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

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YEAR 2024

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

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YEAR 2023

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

VAWA Offenses - On Campus

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

Crime	Total occurences On Campus		
	2023	2024	2025
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses - Public Property

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

Crime	Total occurences on Public Property		
	2023	2024	2025
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Arrests - On campus

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

Crime	Number of Arrests		
	2023	2024	2025
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Arrests - Public Property

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

Crime	Number of Arrests		
	2023	2024	2025
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Disciplinary Actions - On Campus

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

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Crime	Number of persons referred for Disciplinary Action		
	2023	2024	2025
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Crime	Number of persons referred for Disciplinary Action		
	2023	2024	2025
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Unfounded Crimes

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

	Number		
	2023	2024	2025
a. Total unfounded crimes	0	0	0