Security and Safety Related Policies and Procedures

The SHSU Facilities Management Department is responsible for all SHSU Facilities. The responsibilities of Facilities Management include maintenance and operation of all SHSU facilities effectively and efficiently. The University Environmental Health and Safety Office is responsible for administering safety programs to assure a safe and healthy campus environment, including fire, health and occupational safety. The Safety Coordinator prepares a plan of action for all identified unsafe conditions. University Policies and Procedures are in place for the security and maintenance of all University buildings. Additionally, the State Fire Marshall’s Office periodically inspects the buildings.

SHSU, being a state university, has significant resources for students in the area of security and public safety. The University maintains a university police department. The SHSU University Police Department responds to safety concerns and criminal activity and participates in safety and security planning. University Police Officers are authorized by State statute to enforce Federal, State, and local laws and/or any regulation issued by the Board of Regents of Sam Houston State University on property under the control and jurisdiction of Sam Houston State University. Section 51.203, Texas Education Code; Campus Peace Officers, states "The governing boards of each state institution of higher education and public technical institute may employ and commission peace officers for the purpose of carrying out the provisions of this subchapter. The primary jurisdiction of a peace officer commissioned under this section includes all counties in which property is owned, leased, rented, or otherwise under the control of the institution of higher education or public technical institute that employs the peace officer or otherwise in the performance of their duties. Thus, the SHSU University Police respond to emergencies on the SHSU Huntsville campus, The Woodlands Center facilities and the SHSU-COM campus.

Sam Houston State University Campus Safety Procedures can be found on the SHSU website at: https://www.shsu.edu/dept/human-resources/risk-management/safety.html. The SHSU University Police serve all SHSU facilities, including those found in Montgomery County (The Woodlands Center and the College of Osteopathic Medicine). The Sam Houston State Police Department officers will serve the campus in Conroe. Additionally, the City of Conroe Police, The Montgomery County Sheriff’s Department and the Montgomery County Precinct 2 Constable’s Office have jurisdiction over the area that includes the COM Campus.

Additional resources include:

- SHSU Police Department Public Safety Awareness pamphlet: http://www.shsu.edu/dotAsset/6bc29c4b-fc89-4e1f-9f61-a6da8b6b6b6b.pdf
- KatSafe Notification program and website which allows for phone and text message notifications for events affecting all SHSU facilities: http://www.shsu.edu/katsafe/
- SHSU Department of Public Safety Services Website: http://www.shsu.edu/dept/public-safety/upd/upd-services.html
• SHSU Department of Public Safety Resources and Links Page: [http://www.shsu.edu/dept/public-safety/upd/resources-and-links.html](http://www.shsu.edu/dept/public-safety/upd/resources-and-links.html)

**SHSU-COM – COVID-19**

• Sam Houston State University College of Osteopathic Medicine (SHSU-COM) is the eighth college of Sam Houston State University. As such, SHSU-COM reports both the University’s and the COM’s responses to the COVID-19 global health crisis.

• The University’s COVID-19 response: ([https://www.shsu.edu/katsafe/restart2020/index.html](https://www.shsu.edu/katsafe/restart2020/index.html)) is at Level 2 of 3, which incorporates mitigation efforts indicated in Level 1 while considering additional actions that may be taken to continue to improve campus safety and awareness. SHSU-COM continues to adhere to university-wide precautions, such as requiring masks, regulating traffic flow, practicing social distancing, and adequate space utilization. The SHSU website entitled Restart 2020 has detailed resources for faculty, staff, and students. The SHSU COVID-19 Work Group also sends a weekly update to everyone at the university via email.

**SHSU-COM Annual Safety and Security Survey**

• The SHSU-COM also distributes an annual safety and security survey to faculty, staff, and students, and a report is provided to the College Executive Council (CEC) by the Office of Assessment, Evaluation and Accreditation. The CEC then reviews and attends to identified needs. Included is the SHSU-COM 2020 safety and security report.
BOMB THREATS/SUSPICIOUS ITEMS:
- Pay close attention to the exact words the caller is using; document the call
- Contact University Police at 936-294-1000 (4-1000 on campus)
- Do not touch or handle suspicious items or packages
- Keep others away from area
- Notify your supervisor

DISRUPTIVE BEHAVIOR:
- Contact University Police at 936-294-1000 (4-1000 on campus)
- Give your name, location, what is happening and number of people involved (shooters/victims) if known
- If possible, exit the building or area immediately
- If exit is impossible, get to a room, lock or barricade the door, keep quiet, remain in place until all clear is given by law enforcement officials

FIRE – In case of fire or when the fire alarm sounds:
- Evacuate the building immediately using building emergency plan procedures
- Do not use the elevators
- Assist those with mobility problems
- Contact University Police at 936-294-1000 (4-1000 on campus)
- Report to supervisor at the designated site
- Do not re-enter the building until instructed by authorized personnel

HAZARDOUS MATERIALS:
- Contact University Police at 936-294-1000 (4-1000 on campus)
- Provide information on type and size of spill (if known)
- Evacuate the immediate area and building as directed
- Get decontamination instructions from authorities
- Do not re-enter area until all clear is given by authorized personnel

MEDICAL EMERGENCIES:
- Contact University Police at 936-294-1000 (4-1000 on campus)
- Provide your name, location, number injured and description of injuries
- Stay on the phone for instructions on what to do

SEVERE WEATHER:
- Stay away from windows
- Take immediate shelter
- Monitor local radio and television stations
- Today @ Sam for University closings
- Contact University Police at 936-294-1000 (4-1000 on campus)

*Refer to the SHSU Emergency Response Plan at http://www.shsu.edu/safety for more information.

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