Christ Mission College

Annual Security Report AY 2025-2026 and Annual Fire Safety Report AY 2025-2026

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Christ Mission College works to provide a safe and healthy environment for all who work, study or reside on the campus. In order to maintain a safe environment, employees must comply with the following safety codes and standards with emphasis placed in areas most susceptible to accidents. It is the express intent of the College to communicate this policy to all employees and students.

Annually after the end of the Spring semester, a select meeting to evaluate the safety policies and procedures of CMC will be conducted by the CMC Administrative Committee (Adcom) with selected Staff in each of the administrative areas which make up the CMC Safety Team. The evaluation will incorporate feedback in a broad-based fashion and will include data from a Risk Management Assessment Survey to provide an appropriate forum to assist in proposing needed suggestions for the CMC Safety Team to better predict and respond to potential safety risks.

THE CMC SAFETY TEAM

1. The Director of Campus Safety
2. The President of CMC
3. VP of Academics
4. VP of Student Services
5. Executive Director of Finance
6. FMS Assistant

CAMPUS FACILITY COORDINATORS

1. President (A.O. Martinez Administration Building)
2. VP of Academics (H.C. Ball Education Building)
3. VP of Student Services (Staff Housing)
4. Executive Director of Finance (Josue Sanchez Tabernacle)
5. Chapel Director (Sunshine Ball Chapel)
6. Women's Resident Hall Director (Josue Cruz Hall)
7. Men's Resident Hall Director (Gloria Garza Hall)
8. Dean/Pastor of Student Services (Ruth Martinez Hall & Historic Chapel)
9. Dining Services Director (Icela Martinez Dining Hall)
10. Library Tech/Director (Edna Villarreal Memorial Library)

SERVICES FACILITATED BY THE DIRECTOR OF CAMPUS SAFETY

1. Regular communication and coordination with Adcom and campus facility coordinators
2. Coordinated vigilance on the campus to detect and address safety threats
3. Securing campus buildings and making regular safety assessments of campus facilities
4. Monitoring College entrances and campus traffic via safety cameras, especially after sunset
5. Reporting safety threats and emergency incidents on a timely basis

ANNUAL STATISTICAL REPORT

The CMC Safety Team shall gather, compile and publish statistics as required by the Crime Awareness and Campus Security Act. Information from local authorities may also be included if pertinent. Following is a list of criminal offenses reported to the CMC Safety Team or local police agencies for the years listed.

Criminal Offenses – On Campus	**2023**	**2024**	**2025**
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses-Non-forcible (Incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Criminal Offenses – On Campus Residence Halls (Residence Halls are a subset of On Campus)	**2023**	**2024**	**2025**
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses-Non-forcible (Incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Criminal Offenses – Public Property	**2023**	**2024**	**2025**
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses-Non-forcible (Incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

EMERGENCY PREPAREDNESS POLICY

Special emphasis on safety is to be given to the CMC Safety Team including all Campus Facility Coordinators in order that they have adequate training in case of a natural disaster or emergency situation. Campus Facility Coordinators must be capable of appropriately directing staff, faculty, and/or students if the need arises.

Safety Threat Assessment & Appropriate Response

The Campus Safety Director in communication with another CMC Safety Team member (beginning with the President of CMC) will determine all safety threats to be either 1) Non-emergency Threats or 2) Emergency Threats depending on the level of threat to the life, health or well-being of the individual(s) involved. Non-emergency threats may or may not be determined by these CMC Safety Team members to immediately necessitate calling 911 for emergency services to respond while appropriate action must still be taken. Emergency threats always necessitate calling 911 by this/these CMC Safety Team individual(s) (depending on

the urgency of the threat) at the earliest possible opportunity for emergency services that can only be appropriately provided by city or county authorities because of the high actual or potential loss of life that is at risk. All Non-emergency threats should be carefully monitored and responded to appropriately in the fluid situation for a possible change in status to an Emergency Threat.

Safety Threat Communication
When the CMC Safety Team deems it necessary to alert the CMC Community of any caution or safety threat including closure of the College, announcements will be made on a calling/text tree, so that every student, faculty, and staff receive a personal call or text message in a timely manner.

Post Incident Safety Investigation Process
Immediately after the occurrence of an incident, a safety investigation process will be initiated by the CMC Safety Team. The safety of each person(s) involved is of the utmost importance. An investigation of the incident is to be conducted as soon as all person(s) are safe out of harm's way and when it is considered appropriate to do so. The primary purpose of an investigation is to document the events surrounding a breach of safety with the purpose of accurately reporting the incident, creating awareness, as well as developing policies and procedures to prevent similar incidents in the future.

Inclement Weather Closures
When the CMC Safety Team deems it necessary to alert the CMC Community of any safety threat including closure of the College due to dangerous weather-related driving conditions, announcements will be made using a calling/text tree, so that every student, faculty, and staff receive a personal call or text message.

Depending on the weather conditions, the Director of Campus Safety will be responsible for facilitating clear campus roads, the distribution of sandbags to prevent flooding or anti-icing products on sidewalks and steps. If ice conditions exist after regular working hours, the Director of Campus Safety in coordination with the CMC Safety Team will be responsible to take immediate steps as needed to ensure the safety of all campus residents.

Inclement Weather Procedures
Everyone should quickly and calmly move as instructed by their Campus Facility Coordinator to the safest interior place of their respective building in the hallway, if one is available, time permitting. Places should be taken in a sitting position against the wall, head down, and arms braced over the top of the head. Everyone should be instructed to stay away from all exterior glass doors and windows. Upon notification from a member of the CMC Safety Team or Campus Facility Coordinator, employees and students should report to the nearest building, time permitting, with effective hallways, away from the Tabernacle, library and chapel areas if possible. Campus Facility Coordinators should gather their people in the hallways away from glassed areas for safety if the situation allows.

The preferred areas to be used for sheltering in inclement weather will be the campus buildings that have interior hallways such as: the Administration Building, the Residence Halls, and Staff Housing for those who are resident staff. If the building has no hallways, go to the nearest building with hallways if possible. In the event of flood, high winds, lightning or a tornado actually striking the College, The CMC Safety Team shall contact the proper law enforcement agency(ies), fire department, and/or ambulance service if needed and see that emergency first aid is administered and medical attention obtained where needed. The Campus Facility Coordinators are responsible for recording the names of any students or personnel who had to be evacuated from campus and their destination (i.e. parents, ambulance to a medical center or hospital). Names of injured persons must be reported immediately to the CMC Safety Team.

Active Shooter and Bomb Threats
All active shooter and bomb threats should be considered real until proven otherwise. All active shooter and bomb threats will be immediately considered as Emergency Threats that will necessitate a member of the CMC Safety Team calling 911 Emergency Services at the earliest possible moment to have the appropriate law enforcement and/or fire department authorities respond to handle the situation.

Emergency Evacuation Plan
The CMC Emergency Evacuation Plan reflects appropriate procedures for Campus Facility Coordinators to facilitate utilizing posted emergency routes and exits marked in each building on the campus. These procedures for emergency evacuations will be posted in each building as well as distributed to all employees through the Institutional Policy Manual (IPM). Accountability for office staff and students is of the utmost priority. Each department supervisor and/or campus facility coordinator will be trained to take steps to implement procedures to account for all employees in their respective area in case of an emergency situation. After evacuation to designated safe areas, a roll call should be taken. Under no circumstances should anyone other than the CMC Safety Team be moving about the buildings or campus without proper notification or approval. Dorm Pastors should contact each other to help account for students in their halls. The A.O. Martinez Administration Building will serve as a command post during times of emergencies. All emergency operations will be coordinated through this facility if possible.

COVID-19 Response
Christ Mission College continues to follow guidance from state and local agencies to ensure compliance with current regulations in order to provide our student, faculty, and staff with a safe learning and working environment.

First Aid Medical Supplies
The Director of Campus Safety and Campus Facility Coordinators (including Dorm Pastors) are equipped with first aid supplies and information to be used for minor injuries or sickness. The main office, food services, and all other facilities also have first aid supplies available. This does not take the place of proper medical or surgical attention. However, it does provide a means whereby immediate first aid may be provided prior to referring the accident or injury for other medical, surgical or hospitalization attention.

Hazardous Materials
Potentially hazardous materials can be found in school facilities in the form of cleaning supplies or other chemicals and possible from a local spill. The CMC Emergency Evacuation Plan will be activated in cases of hazardous materials (as in cases of fire) posing a safety threat to the campus community emergency plan. Therefore, the CMC Community will be alerted of any safety threat including closure of the College, announcements will be made on a calling/text tree, so that every student, faculty, and staff receive a personal call or text message in a timely manner.

Facility Safety Inspections
It is the responsibility of Campus Facility Coordinators to inspect their area for unsafe conditions and take appropriate actions to keep accidents at a minimum using a Facility Safety Inspection Checklist provided by the Director of Campus Safety. Safety inspections of all residence halls and dorms will be conducted a minimum of two times during each semester by their Campus Facility Coordinators. Other campus facilities will be inspected by their Campus Facility Coordinator at least once each year.

Each coordinator must ensure a safety inspection of their area is conducted no later than one week before the fall and spring semesters. A written report, including any discrepancies or unsafe conditions, shall be submitted to the CMC Safety Team no later than one week before the beginning of the spring and fall semesters. Whenever an accident happens, it will be the responsibility of the CMC Safety Team to review and investigate

the incident along with the appropriate Campus Facility Coordinator. The CMC Safety Team will make recommendation(s) for corrective action(s) to eliminate or reduce the recurrence of possible accidents.

The Director of Maintenance & Safety will make a report to the CMC Safety Team during the month of October to review all safety and accident reports as well as needed new safety measures. The local fire department makes annual inspections of all buildings on the College grounds. CMC's insurance company also provides for a regular inspection of all buildings and equipment. Any review of accumulative accident reports by any outside agency should be conducted only in the presence of the CMC Administrative Committee (Adcom).

Shelter in Place

Shelter in place means finding a safe location indoors and staying there until you are given an "all clear" or told to evacuate. You may be asked to shelter in place because of an active shooter, tornado, chemical, or other hazard.

- In finding a safe location: Does the door lock? Does it open out or in? Is there furniture nearby that you can use to barricade the door? Can you close or block the windows?
- Think of what you might need (food, water, and medication) if the shelter-in-place notice lasts many hours.

In an active shooter situation: determine whether you need to barricade yourself. Know if the door opens outward or inward. Test the lock.

In a severe weather event: the rule of thumb is to put as many walls between you and the outdoors as possible and head to the lowest floor possible. Remember to:

1. Stay calm.
2. Proceed to a location that can be secured, and lock or secure the door. If necessary, move something in front of the door to ensure it cannot be forced open.
3. Turn off all lights, silence all phones, and wait for further instructions. Instruction will come via e-mail or text, so keep your silenced phone nearby.
4. Do not open the door until instructed by responding authorities.
5. Wait in the safest location possible until you are given the "all clear" or told to evacuate.

Sexual Offences
(Violence Against Women Reauthorization Act- VAWA)

The Violence Against Women Reauthorization Act ("VAWA") that was signed March 7, 2013, focuses on improving the criminal justice response to violence against women. VAWA enhanced accountability for Colleges to educate students and prevent gender-based violence. Additional rights were afforded to campus victims of domestic violence, dating violence, sexual assault, and stalking.

Office Responsible: Office of Student Services
Location of Information: Student Handbook, College Website, Student Services Office
Information Updated: September 2021
Policy and Procedures: Update July 2021

Sexual offenses such as sexual assault and aggravated sexual assault are serious felony crimes, but Christ Mission College strongly condemns ANY acts of violence related to one's sexual identity. Any reports of sexual offense occurring within the jurisdiction of Christ Mission College and/or its sponsored activities will be vigorously but discretely investigated to ensure the privacy of the victim and the accused. Any student who is found to be guilty of a sexual offense by a preponderance of evidence, regardless of where the event occurs, will be subject to school discipline as well as possible civil and/or criminal prosecution.

CMC is also committed to assisting any CMC student who has experienced sexual assault and or harassment, and to providing programs aimed at preventing such crimes. To this end, the topic of sexual offenses will be addressed at every new student orientation as well the first faculty and staff meetings of every school year. Furthermore, at least one chapel shall be taken each spring to address at least one of the following topics: Types

of Offenses, Prevention Strategies, Notification Procedures, etc. The following procedures are presented, in brief, to heighten student awareness of available assistance and provide a prescribed course of action for anyone experiencing this trauma or threat of trauma. A partial list of prohibited offenses as well as a list of possible consequences is also provided below. (Policies and Procedures with regard to this issue are both posted on our website and included in the Student Handbook & the Annual Security Report.)

PROCEDURES

The best option is always prevention:

1. Remain vigilant when approaching an area that is isolated or poorly lit.
2. If a stranger seems to be lurking in the area, return to a place of safety, report any possible danger, and get someone to go with you.
3. Where practical, travel in groups.
4. Have your keys ready when approaching your parked car. Enter quickly and relock the doors.
5. Avoid activities that could compromise your judgment or leave you alone with a stranger.
6. Notify the College and your employers of any restraining or protective orders that have been issued on your behalf.
7. If you see or sense danger and have no immediate means of aid or escape, call for help.

If you witness an assault on another person:

1. Call for help!
2. Render aid if possible.
3. Write down and report any information that might aid in the apprehension of the attacker.
4. Avoid placing yourself in undue danger.

If you are the victim of a sexual offense:

1. If possible, separate yourself from the offender.
2. Report the misconduct to a trusted adult. (Parent, Staff or Faculty member, Dorm Pastor, Pastor, roommate, friend.) Without remediation, abuse is more likely to increase than decrease.
3. File a report of sexual assault with the local police and, if appropriate, go to the nearest emergency room and notify them of your need for a sexual assault exam.
4. If you have experienced sexual trauma, you are encouraged to seek counseling.
    a. Whenever the College becomes aware that one of its students has reported such an event, the student will be encouraged to meet with one of our Biblical counseling staff.
    b. Students will also be given a list of available counseling resources in our area.
5. If the incident occurs on or near CMC, or if the incident involves a CMC student, you may also file a report at the College through a CMC Administrator.
    a. Filing a report with CMC personnel does not obligate the victim or CMC to prosecute.
    b. CMC will assist the individual in further reporting the incident in accordance with the individual's wishes.
    c. Victims making reports will be protected from unwanted scrutiny and judgmental opinions.
    i. They have the right to submit the report using a pseudonym.
    ii. Their names will not be released to the public without explicit written permission.
    iii. No identifying information will be shared publicly.
    d. All reasonable accommodations will be made to help students re-establish their sense of security. This may include such things as class accommodations, relocation of resident students within the dorm, and/or a needed escort to or from classes. (Note: If the need for such accommodations is not expressed or if such accommodations are refused at the time the incident is reported, it is the student's responsibility to inform us of subsequent needs.)
    e. Charges made against any faculty, staff, or current student will be vigorously but discretely investigated with police oversight as prescribed by law.

f. Both the accuser and the accused will be simultaneously notified in printed form of the institution's final determination with regard to the alleged sexual offense and any sanction that is imposed against the accused. This notification shall precede implementation and, in accordance with all disciplinary action, may be appealed.

POSSIBLE OFFENSES INCLUDE BUT MAY NOT BE LIMITED TO:

1. Domestic violence – a felony or misdemeanor crime of violence committed by:
    a. A current or former spouse or intimate partner of the victim,
    b. A person with whom the victim shares a child in common,
    c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
    d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
    e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
2. Dating violence – violence committed by a person:
    a. Who is or has been in a social relationship of a romantic or intimate nature with the victim, and
    b. Where the existence of such a relationship shall be determined based on consideration of the following factors:
        i. The length of the relationship;
        ii. The type of relationship; and
        iii. The frequency of interaction between persons involved in the relationship.
3. Stalking – engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
    a. Fear for his or her safety or the safety of others, or
    b. Suffer substantial emotional distress.
4. Sexual harassment / Harassment - unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature / offensive gender related comments.
    a. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.
    b. Both victim and harasser can be either a woman or a man, and the victim and harasser can be the same sex.

POSSIBLE CONSEQUENCES MAY INCLUDE BUT MAY NOT BE LIMITED TO:

1. Being placed on Disciplinary Warning (See STUDENT HANDBOOK)
2. Mandatory counseling
3. Suspension
4. Expulsion / Termination
5. Civil and/or Criminal prosecution
6. A permanent and life changing mark against your record

The College is committed to fostering an environment in which all members of our campus community are safe, secure, and free from sexual misconduct of any form, including but not limited to sexual harassment, sexual assault, dating violence, domestic violence, and stalking. The College expects all interpersonal relationships and interactions be grounded upon mutual respect.

Voluntary Confidential Reporting

Sexual assault and aggravated sexual assault are serious felony crimes. CMC is committed to advocating for students who have experienced sexual assault or sexual harassment and is committed to providing preventative programs that that are aimed at preventing such crimes. Sexual harassment is any unwelcome conduct of a

sexual nature and can have a profound impact on a student's personal and academic life. Sexual harassment can be a single incident, like rape or sexual assault, or a persistence of less severe conduct, like unwelcome sexual advances, requests for sexual favors, nonverbal, or physical conduct of a sexual nature. If a sex offense or an act of personal violence occurs, CMC first advises the victim to get to a safe place, and receive medical treatment as needed. CMC then strongly encourages the individual(s) to take action.

Reporting Sexual Misconduct: Christ Mission College strongly advocates reporting a sexual assault to Local Police, Campus Facility Coordinators, and Student Services personnel. Filing a report with CMC personnel will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. CMC personnel will assist the individual in further reporting of the incident, if desired. If available, CMC will work with the individual to accommodate any academic or housing adjustments that may be deemed necessary after the incident.

Disciplinary Action: Both the accused and accuser will also be informed of any and all sanctions that will be imposed, as well as an explanation for those actions taken when a finding of responsibility has been reached.

Contact: Vice President of Student Services 210-688-3101

Resources:
RAINN: Rape, Abuse, and Incest National Network – www.rainn.org
National Sexual Assault Hotline – 1-800-656-4673
Note: the City of San Antonio website provides information on how to search for sex offenders;
https://www.sanantonio.gov/SAPD/Sex-Offenders

Hate Crimes
A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion of attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin. Categories of bias included in the annual statistical disclosure are:

• Race. A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks or African Americans, whites).

• Gender. A preformed negative opinion or attitude toward a person or a group of persons based on their actual or perceived gender, e.g., male or female.

• Religion. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

• Ethnicity. A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

• Disability. A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

• National Origin. A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

• Sexual Orientation. A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

• Gender Identity. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non- conforming individuals.

For purposes of the annual statistical disclosure, hate crimes include any Clery-reportable offense (listed above) and the following additional offenses:

• Larceny-Theft. The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

• Simple Assault. The unlawful physical attack by one person upon another where neither the offender displays a weapon, not the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

• Intimidation. Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

• Destruction/Damage/Vandalism of Property. Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control over it.

• Other Crimes Involving Bodily Injury.

There were no reported hate crimes for the years 2021 or 2022.

Hate Crime Offenses – On Campus	**2023**	**2024**	**2025**
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses-Non-forcible (Incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate Crime Offenses – On Campus Residence Halls (Residence Halls are a subset of On Campus)	**2023**	**2024**	**2025**
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses-Non-forcible (Incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Hate Crime Offenses – Public Property	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses-Non-forcible (Incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Visitor Policy

The safety and wellbeing of the Christ Mission College community, including students, faculty, staff, and visitors are of paramount importance. Accordingly, this policy sets forth guidelines and expectations for behavior and conduct while on College owned or controlled property. This policy applies to all individuals, including visitors and groups, present on College owned or controlled property.

Access to College owned or controlled property shall primarily be limited to students, employees and their visitors or guests for the purposes of study, work, teaching and conducting or attending other College business or activities. The College is a private institution and, as such, reserves the right to lawfully restrict or prohibit access to College owned or controlled property and to prohibit certain individuals from being present on College owned or controlled property at any time at its discretion.

All individuals – visitors and others – present on College owned or controlled property shall conduct themselves in accordance with the law, College policies, as well as in a manner that maintains a safe environment. Conduct including, but not limited to, intentional or negligent disruption of the operations of the College, excessive noise, threats, harassment, physical abuse, intimidation, endangerment to the health or safety of any person or property, ~~or~~ unauthorized requests or entry into, obstruction of, or occupation of any College owned or controlled property is prohibited and shall be deemed a violation of this policy.

If an individual engages in behavior or conduct that is inconsistent with this policy or any other College policy or that is otherwise inconsistent with the best interests of the College, the individual will be asked to refrain from such conduct and may be asked to vacate College owned or controlled property at once. Failure to adhere to this request may result in law enforcement being summoned to take appropriate action, including possible removal for trespassing.

Sign-in Procedures for Visitors

To ensure the safety of students and staff, all guests coming onto the CMC campus must first sign-in at the front office, describe the purpose of their visit, and present an official form of ID if it is requested. There, the visitor will receive an official Campus Pass. Guests include anyone who is not a member of the CMC staff, faculty, or student body. (Students' family members, alumni, and friends must all sign-in as well.) If a visitor plans on coming to the CMC campus after hours, he/she must either: 1. Notify the Main Office in advance, so that appropriate arrangements can be made, or: 2. Notify a Campus Safety Team member upon their arrival. A telephone number for an after-hours visit is posted outside the Main Office.

Exceptions to this rule include public events held on the CMC campus such as church/special services, graduations, banquets, etc. At such times, visitors will not be required to sign in at the main office, as the CMC Safety Team will be having the premises monitored.

CMC Safety Team members reserve the right to approach any unknown person(s) and request identification if they deem necessary.

Policies Regarding Drug Use by Students and Employees

I am a College employee. For what actions may I be disciplined?

- Under existing policies and in compliance with federal and state laws, employees are subject to disciplinary action including discharge for unauthorized consumption of intoxicating liquors on institutional time or property; inability to satisfactorily perform their assigned duties as a result of drinking alcoholic beverages; illegal use of drugs, narcotics, or intoxicants; unauthorized sale or distribution of drugs, narcotics, or intoxicants; or otherwise unfit to perform job duties due to use of alcohol or illegal drugs. If you have a problem with controlled substances or alcohol, please look for professional advice and treatment. You may seek help for a problem or obtain a list of counseling, rehabilitation, and assistance programs confidentially by the Human Resource Office at (210) 688-3101.

What if I am convicted of a drug or alcohol offense that took place at work?

- You must notify your supervisor within five days. Employees convicted of a drug or alcohol offense involving the workplace may be disciplined or discharged under existing laws, policies, and rules, or may be required to complete a drug rehabilitation program in order to continue employment at the College.

I'm a student. What happens if I violate the College's Alcohol and Other Drug Policy?

- Students who illegally possess, use, distribute, sell, or manufacture drugs and alcohol are subject to the College disciplinary action and may be dismissed from the College.

Laws That Apply to Alcohol and Other Drug Use

Federal Law:

• According to state and federal laws, a person convicted of certain misdemeanor or felony offenses may forfeit certain civil rights, including his/her right to vote, hold public office, purchase or possess firearms, or obtain or maintain certain licenses for a specified period of time. (United States Code Sec. 1973gg-6, United States Code Sec. 992 (g).

• 21 U. S. C. 841 makes it a crime (a) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or (b) to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance.

• Possession of a controlled substance is defined in 21 U.S. C. 844(a) is defined as knowingly or intentionally possesses a controlled substance unless such substance was obtained directly or pursuant to a valid prescription or order, from a practitioner. Punishable by up to 1-year imprisonment and/or a minimum fine of $1,000. Note: Possession of Flunitrazepam (also known as Rohypnol) may be punishable by up to 3 years imprisonment.

• The Controlled Substances Act places all substances which are in some manner regulated into one of five schedules. The CSA provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances.

• The U. S. Code establishes and authorizes the U. S. Attorney General to revise as needed, classifications of controlled substances. Schedule I is comprised essentially of "street drugs" and Schedule V is comprised of drugs with a "low potential for abuse" when compared with drugs in schedules I-IV. Examples of Schedule I

drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbital is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams.

- The penalties are determined by the schedule of the drug or other substance, and sometimes are specified by drug name, as in the case of marijuana.
- Penalties for first offenses include a fine up to $10 million and/or a prison term up to life, but no less than 1 year.

• For the Drug Enforcement Agency's complete list of Federal Trafficking Penalties for Schedules I-V, please see: https://www.iecc.edu/files_user/CONS/Files/Federal_Trafficking_Penalties.pdf

NOTE: Penalties for subsequent violations of the above-described provisions are progressively more severe than the initial convictions. Penalties, laws, and statutes may change without notice. This list is not intended to be comprehensive. For a complete list of drug and alcohol related offenses, please contact the appropriate law enforcement agency.

State Law:

Applicable Texas state laws and legal sanctions that apply to illegal alcohol and drug use, possession or distribution include, but are not limited to:

• Public Intoxication is defined as being intoxicated in public to the degree that one poses a danger to him/herself or to others. Class C Misdemeanor punishable by a fine up to $500 and/or subject to arrest. (Texas Penal Code Sec. 49.02)

• Possession of Alcoholic Beverage in a Motor Vehicle is defined as possessing an opened container of alcohol in a motor vehicle regardless of whether the vehicle is being operated or is stopped or parked. Class C Misdemeanor punishable by a fine up to $500. (Texas Penal Code 49.031)

• Driving While Intoxicated is a Class B Misdemeanor punishable by a fine up to $2,000 and/or 180 days in jail. (Texas Penal Code Sec. 49.04)

• The Texas Penal Code defines intoxication as "not having the normal use of mental or physical faculties by reason of the introduction of alcohol, a controlled substance, a drug" or any combination of substances. Therefore, drug consumption and intoxication laws under the Texas Penal Code may overlap with alcohol offenses.

• A person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger the person or another. (Texas Penal Code 49.02)

• A person commits an offense if the person knowingly possesses an open container in a passenger area of a motor vehicle that is located on a public highway, regardless of whether the vehicle is being operated or is stopped or parked. Possession by a person of one or more open containers in a single criminal episode is a single offense. (Texas Penal Code 49.031)

• A person commits an offense if the person is intoxicated while operating a motor vehicle in a public place. (Texas Penal code 49.04)

- Note that a person may also be convicted of offenses if intoxicated while operating a plane, driving with a minor in the vehicle, or boating. (Texas Penal code 49.045-.06)

- Punishable with a minimum term of confinement of 30 days.

• A person commits an offense if the person, by accident or mistake while operating an aircraft, watercraft, or amusement ride while intoxicated, or while operating a motor vehicle in a public place while intoxicated, by reason of that intoxication causes serious bodily injury to another. (Texas Penal Code 49.07)

• A person commits an offense if the person: (1) operates a motor vehicle in a public place, operates an aircraft, a watercraft, or an amusement ride, or assembles a mobile amusement ride; and (2) is intoxicated and by reason of that intoxication causes the death of another by accident or mistake. (Texas Penal Code 49.08)

• A minor commits an offense if the minor purchases or attempts to purchase an alcoholic beverage. (Texas Alcoholic Beverage Code 106.02-.025)

- The offense is punishable by a fine of not less than $250; confinement in jail for a term not to exceed 180 days; or both the fine and confinement. The court may also mandate community service and suspend the driver's license of the convicted individual. Additionally, the court may mandate attendance at an alcohol awareness course.

• A minor commits an offense if he consumes an alcoholic beverage. (Texas Alcoholic Beverage Code 106.04)

- The offense is punishable by a fine of not less than $250; confinement in jail for a term not to exceed 180 days; or both the fine and confinement. The court may also mandate community service and suspend the driver's license of the convicted individual. Additionally, the court may mandate attendance at an alcohol awareness course.

• A minor commits an offense if the minor operates a motor vehicle in a public place, or a watercraft, while having any detectable amount of alcohol in the minor's system. (Texas Alcoholic Beverage Code 106.041)

- The offense is punishable by a fine of not less than $500 or more than $2,000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement. In addition, the court shall order community service to be performed.

• A minor commits an offense if he possesses an alcoholic beverage. (Texas Alcoholic Beverage Code 106.05)

- The offense is punishable by a fine of not less than $250; confinement in jail for a term not to exceed 180 days; or both the fine and confinement. The court may also mandate community service and suspend the driver's license of the convicted individual. Additionally, the court may mandate attendance at an alcohol awareness course.

• A person commits an offense if he purchases an alcoholic beverage for or gives or makes available an alcoholic beverage to a minor with criminal negligence. (Texas Alcoholic Beverage Code 106.06)

- The offense is punishable by a fine of not less than $250; confinement in jail for a term not to exceed 180 days; or both the fine and confinement. The court may also mandate community service and suspend the driver's license of the convicted individual. Additionally, the court may mandate attendance at an alcohol awareness course.

• A minor commits an offense if he falsely states that he is 21 years of age or older or presents any document that indicates he is 21 years of age or older to a person engaged in selling or serving alcoholic beverages. (Texas Alcoholic Beverage Code 106.07)

- The offense is punishable by a fine of not less than $250; confinement in jail for a term not to exceed 180 days; or both the fine and confinement. The court may also mandate community service and suspend the driver's license of the convicted individual. Additionally, the court may mandate attendance at an alcohol awareness course.

• The manufacture, delivery, or possession of a controlled substance (as defined by the Texas Controlled Substances Act) in the State of Texas is a crime and punishable by a fine up to $250,000 and/or prison term of life or not more than 99 years. (Tex. Health & Safety Code 481.112-.119)

• Possession of a Controlled Substance is defined as knowingly or intentionally possessing a controlled substance without a valid prescription. The minimum penalty (depending on amount) includes a Class B Misdemeanor punishable by a fine up to $2,000 and/or 180 days in jail. (Texas Penal Code Sec. 481.115, 481.116, 481.117, 481.118)

• A person commits an offense if the person knowingly or intentionally delivers marijuana.
- Such offense is punishable by a fine up to $100,000 and/or prison term of life or not more than 99 years. (Tex. Health & Safety Code 481.120)

• A person commits an offense if the person knowingly or intentionally possesses a usable quantity of marijuana.
- This offense is punishable by imprisonment for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed $50,000. (Tex. Health & Safety Code 481.121)

• A person commits an offense if the person knowingly delivers a controlled substance listed in Penalty Group 1, 1-A, 2, or 3 (of the Texas Controlled Substances Act) or knowingly delivers marijuana and the person delivers the controlled substance or marijuana to a person who is a child or who is enrolled in a public or private primary or secondary school.
- This offense is punishable as a felony in the second degree. (Tex. Health & Safety Code 481.122)

• Drug related offenses have increased penalties if the offense occurs in a "drug free zone." Drug free zones include institutions of higher education, youth centers, schools (and other facilities) and the areas surrounding such locations.
- Penalties include fines that may be doubled and minimum jail terms that may be raised. (Tex. Health & Safety Code 481.134)

• Offenses that occur within 1,000 feet of property owned by an institution of higher learning may be punishable to stricter criminal sanctions.

For more information on specific state codes, including the Texas Penal Code, Texas Alcoholic Beverage Code, and the Texas Health and Safety Code, visit:
http://www.statutes.legis.state.tx.us/

Controlled Substances

Section 812 in Title 21 of the U.S. Code
- Marijuana is classified as a Schedule I controlled substance under the federal Controlled Substances Act. Schedule I substances are defined as those that have "a high potential for abuse," "no currently accepted medical use in treatment in the United States," and "there is a lack of accepted safety for use of the drug or other substance under medical supervision.

In addition, the College's marijuana prohibition applies to both recreational and medical use.

Underage Drinking

The consumption of alcoholic liquor by any person under 21 years of age is illegal [235 ILCS 5/6-20]. It is also against Texas law for anyone to permit a gathering at their residence at which one or more persons under 21 possess or consume alcoholic beverages, to rent a hotel or motel room for such purpose, and to sell or deliver alcohol to anyone under 21 or to any intoxicated person [235 ILCS 5/6-16]. It is also illegal for a person under 21 to present false identification in an attempt to purchase alcohol [235 ILCS 5/6- 16].

Driving Under the Influence

Driving while under the influence of alcohol, drugs, intoxicating compounds, or any combination thereof is against Texas law. In Texas, a person is legally intoxicated and may be arrested and charged with Driving While Intoxicated (DWI) with a .08 BAC (blood or breath alcohol concentration). However, a person is also intoxicated if impaired due to alcohol or other drugs regardless of BAC. Whether you are the driver or the passenger, you can be fined up to $500 for having an open alcohol container in a vehicle.

Federal Laws That Apply to Alcohol and Drug Use

Possession and delivery of controlled substances is prohibited by the United States Code, Uniform Controlled Substance Acts [21 U.S.C. 801 and following]. Individuals can be penalized on the quantity of confiscated drugs, the type of drug(s) found, the number of previous offenses by the individual, and whether the individual intended to manufacture, sell, or use the drug. Any individual who knowingly possesses a controlled substance that is in an amount as specified by regulation of the Attorney General that is a personal use amount shall be liable to the United States for criminal and civil penalties.

Effects of Alcohol and Other Drugs on Health

Adverse health effects can range from nausea and anxiety to coma and death. There are risks associated with the chronic use of all psychoactive drugs, including alcohol. A pregnant woman who uses alcohol, cigarettes, or other drugs exposes herself and her fetus to serious risks, such as the risk of miscarriage, low birth weight, or brain damage.

Substance abuse may involve not only controlled substances and illegal drugs, but also alcohol and other substances that pose a health risk. When drugs are combined, their negative effects on the mind and body are often multiplied beyond the effects of the same drugs taken singly, which can be deadly. A list describing some of the health effects associated with the use of alcohol and other drugs is provided below.

For more information or questions concerning this document, students should contact the Student Life Office at (210) 688-3101. Employees should contact the Office of Human Resources at (210) 688-3101.

Alcohol and Other Drugs Effects on Health

Alcohol

Alcohol is the drug most frequently abused on college campuses and in our society. Even small amounts of alcohol can impair the judgment and coordination required to drive a car, increasing your chances of having an accident. Alcohol may be an interacting factor in the incidence of aggressive acts, including vandalism and assault and serious health problems, such as liver damage. Consuming moderate to large amounts of alcohol impairs your ability to learn and remember information. Because alcohol is a depressant, very large amounts can cause respiratory and cardiac failure, resulting in death.

Cannabis

Marijuana and hashish impair the user's short-term memory and comprehension. They can cause confusion, anxiety, lung damage, and abnormalities of the hormonal and reproductive systems. Hours after the feeling of getting high fades, the effects of cannabis on coordination and judgment may remain, heightening the risks

involved in driving or performing other complex tasks. Cannabis, a fat-soluble substance, may remain in the body system for weeks. An overdose or long-term use may bring about paranoia, panic attacks, or psychiatric problems.

Depressants

Barbiturates, benzodiazepines (e.g., valium), quaaludes, and other depressants cause disorientation, slurred speech, and other behaviors associated with drunkenness. The effects of an overdose of depressants range from shallow breathing, clammy skin, dilated pupils, or a weak and rapid pulse that can result in coma or death.

Hallucinogens

Hallucinogens such as LSD, MDMA, PCP (angel dust), mescaline, peyote, and psilocybin (shrooms) can cause powerful distortions in perception and thinking. Intense and often unpredictable emotional reactions can trigger panic attacks or psychotic reaction. An overdose of hallucinogens can cause heart failure, lung failure, coma, and death.

Narcotics/ Opiates

Heroin, codeine, morphine, methadone, and opium are narcotics/ opiates. There is a high likelihood of developing a physical and psychological dependence on these drugs. Health effects include anxiety, mood swings, nausea, confusion, constipation, and respiratory depression. Overdose may lead to convulsions, coma, and death. The risk of being infected with HIV, the virus that causes AIDS, or other diseases significantly increases if you inject drugs and share needles.

Stimulants

Cocaine/crack, amphetamines, and other stimulants can cause agitation, loss of appetite, irregular heartbeat, chronic sleeplessness, and hallucinations. All non-prescribed stimulants are extremely dangerous and psychologically and physically addictive. An overdose can result in seizures and death.

Tobacco

Nicotine, the active ingredient in tobacco, increases your heart rate and raises your blood pressure. The tar in cigarette smoke is a major cause of cancer and other respiratory problems. The carbon monoxide in cigarette smoke can promote arteriosclerosis. Long-term effects of smoking cigarettes may include emphysema, chronic bronchitis, heart disease, chronic obstructive pulmonary disease (COPD) and lung cancer.

Emergency Service Hotlines

Flexible Counseling 12030 Bandera Rd. #108 Helotes, TX 78023 210-485-9608	http://www.flexiblecounseling.com/ This agency's goal is to help you uncover your true potential and lead a life that is worth celebrating. They cannot change your past, yet they work with you to better understand and resolve challenges in your life.

Alcohol & Drug Helpline 800-821-Help	This helpline provides free support provided by counselors trained in treating patients with addiction and mental health issues. This service is available nationwide.
South Texas Poison Center 7979 Wurzbach Rd, San Antonio, TX 78229 1-800-222-1222	https://www.poisoncontrol.org/about-us/south-texas-poison-center/ The center provides a 24-hour emergency telephone number resource for all Texas citizens. If you need assistance, simply dial the number for access to a toxicology referral service staffed by specially trained physicians, pharmacists, and nurses. Call if you have a question, you think, or suspect that you or someone else is experiencing adverse effects from excessive alcohol or drug use.
Alcoholics Anonymous 210-828-6325	http://www.aasanantonio.org/ Alcoholics Anonymous® is a fellowship of men and women who share their experience, strength, and hope with each other

	that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions.
Esperanza Area of Narcotics Anonymous 446 East Canton San Antonio, TX 78203 Phone Line: 210-434-0665 24-Hour Line: 800-221-9091	https://eanaonline.org/ This is a program of complete abstinence from all drugs. There is only one requirement for membership, the desire to stop using. NA offers addicts a way to live drug-free.
Drug Alcohol Treatment Centers and Addiction Rehab Programs Directory 800-315-2056	https://www.treatmentcentersdirectory.com/Texas/San-Antonio/ Search and locate a alcohol treatment, drug addiction rehab centers and detox programs in San Antonio, Texas.

Traffic Safety

Traffic Risk Factors

The CMC campus is situated at the corner intersection on the major roads of FM 1560 N & Braun Rd with access to the North, Main, and South entrances that cut across campus through Admin Drive from increasing high traffic scenarios
Traffic accidents, backups, rush hours, emergencies and the coming road widening project of FM 1560 from a two lane to a multilane highway pose high safety risks when frustrated motorists cut across campus on Admin Drive at high speeds through pedestrian and parking areas
In those scenarios, traffic that cuts across campus automatically converts Admin Drive into a traffic detour which CMC, police and/or fire departments etc. are forced to manage for safety purposes
Admin Drive is not designed by size or purpose to handle the traffic load when it is used as a detour
Taking into account all of these factors combined, the traffic management of Admin Drive and the interior campus roads of CMC pose a major risk management issue to motorists and pedestrians that needs to be addressed and assessed on an ongoing basis including CMC's Risk Management Survey

Traffic Risk Management Solutions

After thorough discussion, it was agreed that the following solutions be carried out:
Managing campus entrances and roads in cases of traffic emergencies on FM 1560 & Braun Rd is a necessity to maintain campus safety and security
Traffic must only be allowed to be diverted through the **Administration Drive** area between the North & South entrances and kept away from the Main Entrance and interior campus road areas
Therefore, the campus areas to be coned or barricaded are the:

- **1) North Entrance (cones ready):** from FM 1560 to the Admin and Chapel roads
- **2) Main Entrance Road (permanent barricade):** nearest to the corner on FM 1560
- **3) South Entrance (cones ready):** from Braun to Admin and Education roads
- **4) Service Entrance (barricade ready):** road from Braun Rd to the Tabernacle and Cafeteria
- **5) Private Entrance (barricade ready):** road from Braun Rd through the Carrasco's driveway
- **6) Chapel Road (barricade ready):** at the metal posts that leads to the Garza & Martinez Halls
- **7) Education Road (barricade ready):** that leads to the Tabernacle parking area

The most affordable equipment to be purchased and implemented for the time being before ultimately needing to implement permanent gated access will be:
5 Painted Wood Barricades (with CMC letters). Kept at the road entrances as described above
3 Cross Walk Signs. Posted permanently at the: 1) Chapel Parking crosswalk area, 2) Admin Parking crosswalk area, and 3) Education Parking crosswalk area
Additional Traffic Cones. To be used to limit or block off additional areas including the North & South Entrances

3 Reflective Safety Vests. In addition to the other 3 vests kept in the Safety Director's Office to be used by the Safety Team to identify and protect them while managing traffic flow situations

Last of all, it was decided that the monitoring of FM 1560 & Braun roads for traffic flow problems and emergencies would now be included with the monitoring of the interior campus roads in the responsibilities of the CMC Safety Team under the supervision of Arturo Carrasco, Executive Director of Facilities/Maintenance & Safety and assisted by Giovanni Arreola and Eliezer Rojas

Annual Fire Safety Report

Fire

Fires can spread quickly and cause much property damage to include loss of life. The best way to control a fire is to prevent it. The best way to prevent a fire is through education and awareness. The CMC Safety Team has ultimate responsibility to ensure policies, plans, and procedures are maintained and address education, training, awareness and prevention of fires. Smoke detectors have been installed in the residence halls in case of a fire. A sketch of the exit routes is posted in each occupied building indicating evacuation routes. Campus Facility Coordinators, including Dorm Pastors and Resident Assistants are responsible for administering emergency first aid treatment where needed. They are responsible for recording names of any students removed from campus and their destination (i.e. with parents, ambulance to a medical center).

The campus fire safety and emergency response and evacuation procedures shall be published on the Christ Mission College website and highlighted at Faculty, Staff, and Student Orientations and in initial dorm meetings annually.

Emergency Reporting

Reporting of fire hazards, evidences of fire or smoke, or missing or disabled fire equipment should be reported ASAP to a Campus Facility Coordinator, classroom instructor, and/or Director of Campus Safety. Copies of all such reports should be forwarded to both the CMC Safety Team and the Director of Campus Safety. Items that should be reported include:

- The beeping of a smoke or fire detector,
- shorted appliances,
- shorted electrical cords or outlets,
- darkened lighting fixtures,
- broken electrical outlets,
- missing or discharged fire extinguishers.

Emergency Evaluation Procedure

The Campus Safety Director in communication with another CMC Safety Team member (beginning with the President of CMC) will determine all safety threats to be either 1) Non-emergency Threats or 2) Emergency Threats depending on the level of threat to the life, health or well-being of the individual(s) involved. Non-emergency threats may or may not be determined by these CMC Safety Team members to immediately necessitate calling 911 for emergency services to respond while appropriate action must still be taken. Emergency threats always necessitate calling 911 by this/these CMC Safety Team individual(s) (depending on the urgency of the threat) at the earliest possible opportunity for emergency services that can only be appropriately provided by city or county authorities because of the high actual or potential loss of life or property that is at risk. All Non-emergency threats will be carefully monitored and responded to appropriately in the fluid situation for a possible change in status to an Emergency Threat.

Emergency Response

The CMC Safety Team in coordination with the Campus Facility Coordinators are the primary responders for all emergencies that occur on campus. Helotes and/or San Antonio Police or Fire Departments will be contacted at 911 if there is an emergency by the CMC Safety Team who will contact and coordinate any additional emergency providers and shall establish incident command as needed. If the Director of Campus Safety, the

CMC Safety Team nor the Campus Facility Coordinators cannot be reached and the emergency is critical, dial 911 immediately. The Campus Facility Coordinators shall serve as supporting responders for any emergencies that occur in or around any of the campus buildings. Emergency Notification: Students, faculty, and staff shall be notified via text message, phone calls, and email if an emergency situation occurs on campus.

Emergency Notification

When the CMC Safety Team deems it necessary to alert the CMC Community of any caution, safety threat or emergency including closure of the College, announcements will be made on a calling/text tree, so that every student, faculty, and staff receive a personal call or text message in a timely manner.

Emergency Evacuation Procedures

The CMC Emergency Evacuation Plan reflects appropriate procedures for Campus Facility Coordinators to facilitate evacuations utilizing posted emergency routes and exits marked in each building on the campus in case of fire. These procedures for emergency evacuations will be posted in each building as well as distributed to all employees through the Institutional Policy Manual (IPM). Accountability for staff, faculty, and students is of the utmost priority. Each Campus Facility Coordinator will be trained to take steps to implement procedures to account for all building occupants in their respective area in case of fire or fire related effects. After evacuation to the designated safe area at the Basketball Court, a roll call will be taken. Under no circumstances should anyone other than the CMC Safety Team be moving about the buildings or campus without proper notification or approval. Residence Hall Directors should contact each other to help account for students in their halls as all Campus Facility Coordinators account for people in their buildings. The A.O. Martinez Administration Building will serve as a command post during times of emergencies. All emergency operations will be coordinated through this facility if possible or another facility will be announced to serve that purpose if needed.

In the event of a fire, Campus Facility Coordinator should:

1. Report the fire to the Director of Campus Safety or a member of the CMC Safety Team
2. Remove himself/herself from harm's way while warning those in the immediate area to evacuate, and, if it is a dorm fire, activating the nearest fire warning system.
3. Exit to safety while assisting in the orderly evacuation of others.
4. Meet at the designated evacuation location at the Basketball Court so a head count can be made.
5. File, or assist in completing, a follow-up report to the CMC Safety Team at their request documenting what happened at a later appropriate time.

Building Evacuation Safe Areas

- Ladies Dorms: Move to the Basketball Court (or Tabernacle covered patio in bad weather)
- Men's Dorm: Move to the Basketball Court (or Tabernacle covered patio in bad weather)
- Library: Move to the Basketball Court (or Tabernacle covered patio in bad weather)
- Chapel: Move to the Basketball Court (or Tabernacle covered patio in bad weather)
- Tabernacle: Move to the Basketball Court (or Tabernacle covered patio in bad weather)
- Education Building: Move to the Basketball Court (or Tabernacle covered patio in bad weather)
- All Staff Housing: Move to the Basketball Court (or Tabernacle covered patio in bad weather)
- Cafeteria: Move to the Basketball Court (or Tabernacle covered patio in bad weather)

Only the CMC Safety Team is authorized to evacuate the campus and its facilities. If the CMC facilities are evacuated (due to a state of emergency), only the CMC Safety Team is authorized to issue an all-clear that allows students, faculty, and staff back onto the campus and its facilities.

Fire Drill Evacuation Times (Student Housing)		
Date	**Building**	**Time**
September 16, 2025	Gloria Garza Dorm	1 min. 17 sec.
	Josue Cruz Dorm	1 min. 38 sec.
April 8, 2026	Gloria Garza Dorm	51.74 sec
	Josue Cruz Dorm	51 90 sec

Emergency Contact Personnel
The CMC Safety Team: 210-688-3101
Police or Fire Departments: 911

Fires Summary	**2023**	**2024**	**2025**
A.O. Martinez Administration Building	0	0	0
H.C. Ball Education Building	0	0	0
Edna Villarreal Library	0	0	0
Sunshine Ball Chapel	0	0	0
Historic Chapel	0	0	0
Josue Sanchez Tabernacle	0	0	0
Josue Cruz Dorm w/apartment	0	0	0
Gloria Garza Dorm w/apartment	0	0	0
Ruth Martinez Dorm w/apartments 4, 5, 6, and 7	0	0	0
Staff Housing 1 (apartments 1A & 1B)	0	0	0
Staff Housing 2 (apartment 2)	0	0	0
Staff Housing 3 (apartment 3)	0	0	0
Staff Housing (apartments 8 & 9)	0	0	0
Cafeteria/Annex	0	0	0
President’s House	0	0	0
Vice President’s House	0	0	0
Small Shed	0	0	0
Large Shed	0	0	0