



College of Osteopathic Medicine  
SAM HOUSTON STATE UNIVERSITY

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**Element 4.2: Security and Public Safety**

- **4.2-1 Supporting Documentation**
  - Security and Safety Related Policies and Procedures – [link](#)
  - SHSU Emergency Procedures Quick Reference – [link](#)
  - SHSU-COM Annual Safety and Security Report – [link](#)

## 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-a6da8b6bcc6b.pdf>
- SHSU Emergency Procedures Quick Reference (below): [http://www.shsu.edu/dept/public-safety/upd/documents/epquickreference08final\\_000.pdf](http://www.shsu.edu/dept/public-safety/upd/documents/epquickreference08final_000.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 Resources and Links Page: <https://www.shsu.edu/dept/public-safety/upd/resources-and-links.html>

## 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 2022 Safety and Security Report.



## SHSU EMERGENCY PROCEDURES QUICK REFERENCE



### **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.

## SHSU-COM Annual Safety and Security Survey Report

October 2022

Individual email invites were sent via Qualtrics to 112 COM faculty and staff, and 328 DO students on October 14, 2022. Of the 430 invited to participate, 142 submitted (33.0% response rate).

Attached is the PDF report from Qualtrics. Highlights of the report include:

- Respondents:
  - 18 (12.7%) Faculty, 36 (25.3%) Staff, 88 (62.0%) Students.
- Building:
  - 128 (90.1%) COM Building, 13 (9.2%) SHSU Physicians, 1 (0.7%) Other.
- Building and Work Environment:
  - Mostly satisfied with building and work environment, including parking, walkways, indoor environment, indoor lighting for the task, and accessibility.
- Security and Safety:
  - Satisfied with first responder responsiveness, first aid and AED access, and fire/evacuation plans.
  - However,
    - 22 (21.5%) respondents were dissatisfied with the general level of security outside of normal working hours,
    - 22 (21.5%) were dissatisfied with entryway security (auto-closing and/or locking doors),
    - 18 (13.6%) were dissatisfied with faculty, staff, student, guest identification (badges), and
    - 15 (11.3%) were dissatisfied with the general level of security during normal working hours.

There were 33 comments from respondents. In general,

1. Some respondents complained about building security, including glass walls in offices “in the case of an active shooter,” propped-open or non-closing doors, unsecured interior doors to offices, lack of after-hour security, and access to UPD during normal working hours.
2. Some respondents complained about the lack of regular fire drills.

Recommendations:

1. Reassessing the regular monitoring of the building's main entryway and visitors.
2. Yearly presentations on safety and security, including the location of safety equipment and emergency and awareness procedures.
3. Continue to monitor future safety and security survey responses for emergent issues.

A handwritten signature in black ink, appearing to read 'K. E. Kalinowski', with a stylized, cursive script.

Kevin E Kalinowski, PhD, MPH  
Director of Assessment, Evaluation, and Accreditation  
Sam Houston State University College of Osteopathic Medicine  
October 31, 2022

# Default Report

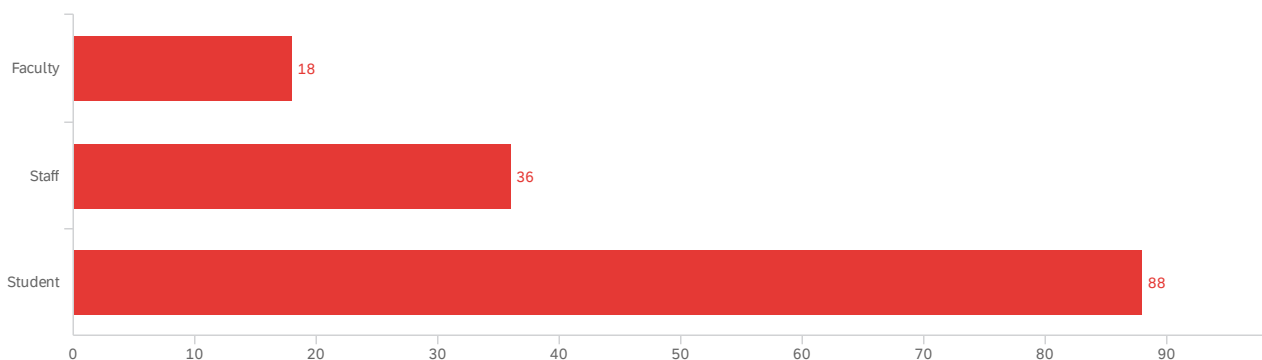
Safety and Security - October 2022

October 24, 2022 9:12 AM MDT

Q4 - Section 1: Primary Role and Building (required) In order to better meet your needs,

it is important to know your primary role, as well as the building and surrounding areas you

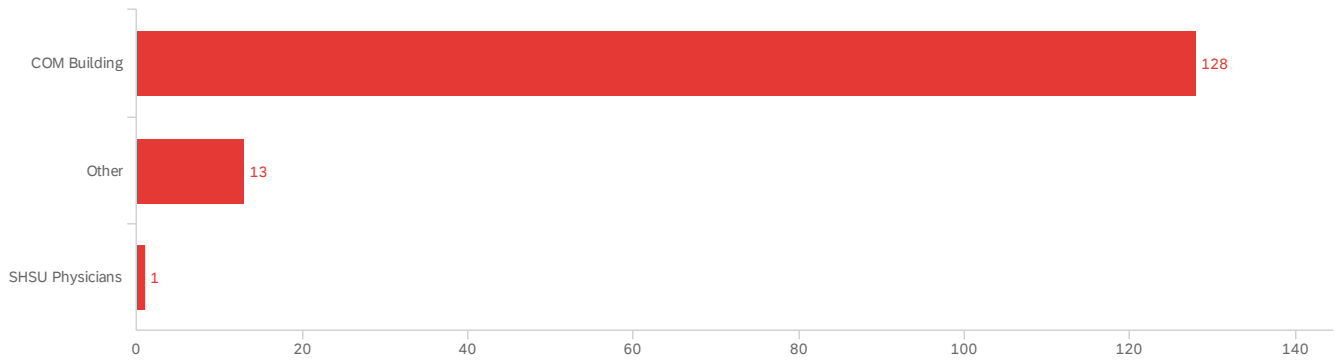
are evaluating. Please choose your primary role from the following list.



#	Field	Choice Count
1	Faculty	12.68% 18
2	Staff	25.35% 36
4	Student	61.97% 88
		142

Showing rows 1 - 4 of 4

Q10 - Please choose your primary work or study location from the following list.

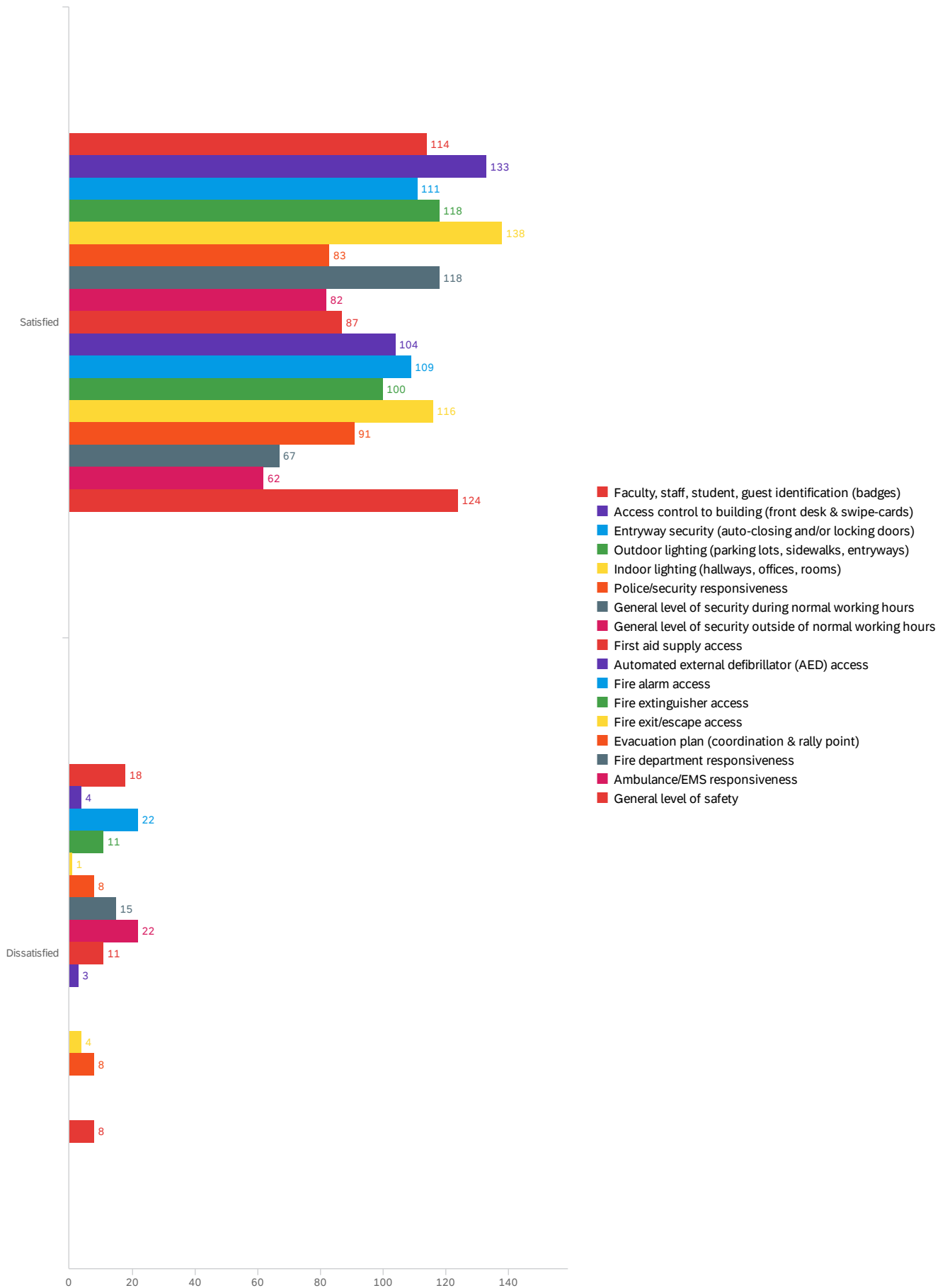


#	Field	Choice Count
1	COM Building	90.14% 128
4	Other	9.15% 13
9	SHSU Physicians	0.70% 1
		142

Showing rows 1 - 4 of 4



Q7 - Section 2: Security and Safety (requested) SHSU provides a level of security and safety around campus. Please rate your satisfaction with the following areas as they relate to areas in/around the building you identified as your primary building. Choose "Not applicable" if the feature/service is not applicable to you or you have never used it, or "Not aware" if you did not know the feature/service existed.



#	Field	Satisfied	Dissatisfied	Total
1	Faculty, staff, student, guest identification (badges)	86.36% 114	13.64% 18	132
2	Access control to building (front desk & swipe-cards)	97.08% 133	2.92% 4	137
3	Entryway security (auto-closing and/or locking doors)	83.46% 111	16.54% 22	133
4	Outdoor lighting (parking lots, sidewalks, entryways)	91.47% 118	8.53% 11	129
5	Indoor lighting (hallways, offices, rooms)	99.28% 138	0.72% 1	139
6	Police/security responsiveness	91.21% 83	8.79% 8	91
7	General level of security during normal working hours	88.72% 118	11.28% 15	133
8	General level of security outside of normal working hours	78.85% 82	21.15% 22	104
9	First aid supply access	88.78% 87	11.22% 11	98
10	Automated external defibrillator (AED) access	97.20% 104	2.80% 3	107
11	Fire alarm access	100.00% 109	0.00% 0	109
12	Fire extinguisher access	100.00% 100	0.00% 0	100
13	Fire exit/escape access	96.67% 116	3.33% 4	120
14	Evacuation plan (coordination & rally point)	91.92% 91	8.08% 8	99
15	Fire department responsiveness	100.00% 67	0.00% 0	67
16	Ambulance/EMS responsiveness	100.00% 62	0.00% 0	62
17	General level of safety	93.94% 124	6.06% 8	132

Showing rows 1 - 17 of 17

Q8 - Section 3: Final Comments (optional) If you have any other comments or recommendations regarding your building, work environment, security, or safety, please feel free to share them here.

Section 3: Final Comments (optional) If you have any other comments or r...

The glass walls of our offices make me uneasy in the case of an active shooter. For example, if we get a KatSafe that there is a shooter and to close/lock our office doors, there is the matter of my entire wall being made of unfrosted glass. There really aren't good hiding spots here, but I guess there really aren't true hiding spaces anywhere.

the front side door does not always close all the way at night.

N/A

doors never close due to air pressure, loosening the seal on internal doors would solve problem, or adding stronger piston.

I recommend the following: 1. A police officer on campus 24/7 2. Access to the faculty/staff offices are restricted with card access

I work in the SHSU Phys office @ 690 S. Loop 336 so most of the security measures used on the various campuses do not really apply to our office. There are some issues with our building that are out of the control of SHSU and the building manager is not very receptive to suggestions.

The auto-closing doors are often left unsecured after normal hours because they do not auto-close as intended, either due to air pressure in the building, mechanical failure of the door mechanism, or a combination. I have seen nothing about a coordination plan for evacuation or designated rally points in the event of evacuation.

no comment other than that SHSU COM is doing great at protecting their students.

There are several times late at night where i have walked up to the front door and it has been cracked open. It seems that the air pressure inside when the AC is on prevents it from shutting on its own.

I do not appreciate the time sensitive lights when I am in a learning community after hours and I am trying to study. It is a bit cumbersome when the lights turn off while I am in the room.

Can we cut the plants around turns and corners of the parking lot? Many of the turns are blind due to tall foliage. Combined with the lack of safe sidewalks, being unable to see around corners could lead to major safety concerns, especially as the population of the COM increases.

n/A

The front door does not always lock behind you after swiping in during off-hours. Because of this, anyone can just enter the building after a student swipes in. However, I have never felt unsafe IN the building. I HAVE felt uneasy at times walking to my car when it gets dark outside (I do think there could be better lighting at the far ends of the parking lot, and I think security cameras in the parking lot would be a great addition), since I am aware that a student has had their car broken into during broad daylight hours at our campus.

There needs to be more communication about fire/building evacuation plans and probably have some drills so people know what to do and where to go

Regular tests and training are required.

Section 3: Final Comments (optional) If you have any other comments or r...

The University Police are no longer here 7 days a week yet we pay parking to offset the cost. The building does not feel secure to me.

I'm concerned that our students, who study in this building 24 hours each day, are vulnerable during the overnight and early morning hours. We can't guard against all threats, but having a more present security presence might be something to look into. I am also concerned that the COM (especially our OMS3s) do not know what to do in case of a hurricane. We stress mandatory attendance and a less-than-flexible curriculum, so when we need to quickly pivot, will everyone have a plan and know how to use it?

The security guard who works at night as been seen asleep a couple of times. There is not a safe exit in the event of an active shooter for Suite 110. I am unsure of where an first aid kits are in the building. The front doors, middle doors by the elevator and doors by the ALC do not close properly.

Those marked not aware I have not had occasion to observe.

I think we should have name badges for student doctors and employees that clearly show their name and their role. The Bearkat One card is not sufficient for this purpose and would never meet JCAHO standards in a hospital. We should have similar IDs to act as both name badges and access cards and the Bearkat OneCard doesn't work for this.

I think every hallway with offices should have a door and possibly badged access which is not currently the case. It may be beneficial to ensure that any visitor has a clearly labeled visitor badge/sticker Speaking for myself, I think it would be helpful to have a safety briefing/ reminder to include info about floor plans, exits, etc.

The doors to the COM building do not automatically close and lock outside of business hours. This has been a security problem since last year.

We need real police 24hrs for this building

I notice there is often a police officer or security guard here during the day. That seems unnecessary when there are so many people around. At night, when I am leaving the COM late night, I would feel better if there was security at those times. As it is currently, I notice that sometimes there is a guard, sometimes there is not,

It's sometimes hard to see cars driving due to the bushes, so we have to stick our cars out more. I've seen it almost cause wrecks for many people.

In general, everything is good. More police presence would be nice - walking around the building and car park. The building only has two stairs - which could bottleneck in a real fire situation.

I would love another opportunity to go through the fire/emergency procedures as a team as we have had many new staff/faculty onboarded since our last drill.

The UPD assigned to COM are always kind. While it seems irrelevant because we've been fortunate nothing has happened, not having someone on-site full time is concerning.

The main automatic doors close too quickly for handicap access, the doors also fail to close and lock due to draft issues.

I think that the parking lot could be a little safer regarding lighting and maybe having some police towers or something for students to dial the police should there be an emergency.

It would be nice to have an updated fire evacuation plan; the last one I'm aware of was in 2020.

Never been told where to access a first aid kit or AED

I believe there should be a full-time administrator working the front desk during working hours. We have many guests in the building and it is important that each person checks in and that we have a record of their visit.

Section 3: Final Comments (optional) If you have any other comments or r...

Not aware of anyone checking badges upon entry or verifying if a person entering is part of our school or is a visitor or someone else. Seems like anyone can walk in and go anywhere they want to. After hours there typically is no police presence yet many students still study here until very late and some faculty and staff work after hours. I like that the front door auto-locks after hours, and doors are badge-operated, yet at times they are not closed all the way and therefore are not secured. After hours, does anyone monitor the security cameras? Perhaps there could be signs that say campus is under 24 hour surveillance? And actually have it under 24 hour surveillance. After hours, the interior lights often turn off if nobody is in the halls. If working or studying in a room, those lights often go off too. Gets pretty dark, especially in hallways.

N/a

I do wish we could have blinds or fog shaders on our office windows. With gun violence and school shootings up, it would feel safer if this was an option.

# SC0 - Score

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Score	3.00	17.00	12.64	3.91	15.32	139

**End of Report**