BASIC TRAINING

RECOGNIZED STUDENT ORGANIZATION RESPONSIBILITIES
To Form/Remain a Recognized Student Organization, a group must:
• Have (4) student officers (in good standing as defined by SFA General Bulletin).
  • GPA 2.0 or higher required to serve as an officer.

• (1) On-Campus (benefits-eligible, Full-Time) University Employee as an Adviser.

• Have (4) student officers attend required Risk Management Training each year.

• Register with the Office of Student Engagement EVERY semester.

Being recognized as a student organization is an awarded privilege, not a right, and requires responsibility on the part of the membership of the organization for meeting university requirements for student organizations.
ORGANIZATIONS

• Organization Types
  • **Probationary Recognized/Level 1**: Newly formed organizations (12 months or less).
    • *Not eligible for SORF funding.*
  
  • **Recognized/Level 2**: Organization been existence for at least 12 months and in good standing with University.
    • *Eligible for SORF funding, with completion of SORF Request Form.*
  
  • **Sponsored**: Organizations sponsored by a University Department.
    • *Not eligible for SORF funding.*
BASIC TRAINING

COVID
TAKE THE PLEDGE

“I pledge to take responsibility for my own health and the protection of others, and to help keep SFA and our communities safe from the spread of COVID-19 and other infections as guided by the university.”

1. **PROTECT YOURSELF:** I will wash my hands often and monitor for symptoms.

2. **PROTECT OTHERS:** I will practice physical distancing at all times and wear a face covering when appropriate. If I am feeling ill, I will stay home and avoid visiting places that could expose others.

3. **PROTECT OUR COMMUNITY:** If I am experiencing any of the symptoms of COVID-19, I will not travel or visit places in our community that could expose others (restaurants, bars, churches, grocery stores, etc.) I will not hold events that put the health of others in our community at risk.

*The SFA Way says,*

“Lumberjacks think of the needs of others and seek to improve the quality of life of those around them.”
COVID-19

- Students or employees who are exhibiting symptoms of COVID-19 including (but not limited to) 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/vomiting, or diarrhea: Do not come to class or work, participate in student organizations or attend events.

- Students or employees with known close contact with a person who is lab-confirmed to have COVID-19: Do not come to work, participate in student organizations or attend events until the end of the 14-day self-quarantine period from the last date of exposure. Contact Health Services at (936) 468-4008.

- All individuals should maintain at least 6 feet of separation from others. If such distancing is not feasible, other measures such as face coverings, hand hygiene, cough etiquette, cleanliness and sanitation should be rigorously practiced.
WHAT IS THE PROTOCOL?

► If someone in your group tests positive or has symptoms:
  ► Anyone who has had close contact with the person should be tested and quarantine.
  ► Anyone who tests positive should isolate and call SFA Health Services (936) 468-4008.
  ► If multiple members have been exposed (close contact,) then the group should suspend any in-person meetings or events.
    ► Notify Office of Student Engagement if the meeting was on campus and in a room that needs to be cleaned more thoroughly.

Student Engagement Programs
studentengagement@sfasu.edu
(936) 468-1367

To slow the spread of Covid-19, it is encouraged that you minimize contact with others, practice physical distancing, and wash and sanitize your hands frequently.
CONSEQUENCES

- Failure to adhere to University policies
  - Student Rights and Responsibilities office

- Off-Campus Liability:
  - Organization leadership can be held responsible both criminally and civilly.
    - A decision to host an event and not follow proper guidance will have impacts on not only those who attend but also the greater community.
TERMS

- **Virtual**
  - Event/Meeting is held completely ONLINE.

- **Hybrid**
  - Event/Meeting is held both face-to-face and online simultaneously.

- **Physical Distancing**
  - Chairs should be set up no closer than 6 feet apart.
    - 6 feet = two axe handle lengths
  - When possible, use separate entrances and exits to minimize contact.

- **Face covering**
  - A cloth, bandana or other type of material that covers both your nose and mouth.
TIPS & TRICKS

- **Facilities:**
  - BPSC and other facilities have been set up for maximum physical distancing (50% capacities).
  - Some common spaces will be available only if current guidelines permit (pool tables, TV lounges, ESPORTS lab, etc.)

- **Cleanliness**
  - Facilities will be cleaned and disinfected regularly. The Office of Student Engagement has cleaning packs available upon request for meetings and events so members can properly sanitize before and after events!

- **Axe COVID-19**
  - A station will be located at the information desk inside the BPSC. Students can have their temperature checked with a touchless thermometer, refill or pick up a hand sanitizer bottle (as supplies are available), pick up information about conducting a self-assessment for symptoms and/or pick up information about what to do if you experience symptoms.

- **Physical Distancing:**
  - Chairs should be set up no closer than 6 feet apart.
MEETINGS/EVENTS

- Use Zoom or other technology platforms **FIRST** for all meetings/events.
- If in-person meeting is needed, use the following guidelines:
  - Keep groups to fewer than 10 and use facilities where physical distancing is possible.
  - Face coverings should be worn during the duration of the meeting/event.
  - Take attendance!
    - For contact tracing purposes, recording attendance at face-to-face meetings is recommended.
    - ALL face-to-face meetings MUST be accessible in a hybrid-format.
      - This will allow members to access your meetings from where they are!
      - Hand sanitizer needs to be available at all face-to-face meetings/events.
      - Consider an outdoor meeting/event! *Physical distancing still required.
THINGS YOU NEED TO KNOW:

- The Baker Pattillo Student Center has increased its technology options to include web cameras to help facilitate events.
  - Office of Student Engagement has web cameras available to check out at no cost.

- Physical Distancing Guidelines:
  - Chairs should be set up no closer than 6 feet apart.
  - When possible, use separate entrances and exits to minimize contact.
ORGANIZATION STRUCTURE

- Be Flexible!
  - Think outside the box! This new year will look different; get creative!
  - Take the opportunity to think about your mission and how you can achieve your goals in new and innovative ways.
  - Think QUALITY, not QUANTITY: Don’t focus on how many people you can get to come to your event (which would be a dangerous way to think.) Think about the experience they will have.
  - Take this time to work on your internal structure. Review constitutions, create membership agreements or do leadership development and team-building exercises.

- Membership
  - Many of your members may not be physically returning to campus.
    - Using a hybrid format allows members to feel connected and engaged with the group and what is going on.
  - Don’t forget to recruit!
    - Take advantage of online involvement fairs, and utilize physical media to connect with potential new members.
ORGANIZATION ACTIVITIES

► Food:
  ► All food-related activities must be reviewed by the Office of Student Engagement Programs to ensure that all proper food handling procedures are in place:
    ► Cooking Food: In accordance with guidelines, food should not be prepared by groups other than those with a food handler license.
    ► Serving Food: No food may be self-serve.
      ► Provide disposable containers, utensils, napkins, cups and plates. No buffet-style meals. Best practice is to serve all food and condiments in single-use (non-reusable) portions.
      ► Servers wear face coverings and gloves at all times.

► Tabling:
  ► Tables can be checked out through the BPSC Student Center
    ► Find creative ways to minimize exchange of goods through tabling activities.
      ► For example: Instead of flyers, have a QR code! (HANDS OFF activities).
      ► Sanitize items on the table, especially in-between uses.
    ► Members behind the tables should have masks and gloves when handing any items out.
EVENTS/TABLING

GROUND FORM

WHAT IS CONSIDERED “GROUNDS”:
On Campus (Outside), Parking Lots, Ag Pond, etc

• GROUNDS FORMS ➔ EVENT NOTIFICATION FORM
  • Found online or in office. (www.sfasu.edu/organizations)
  • APPROVAL NEEDED FOR: Sound, Selling and Food

• 48 HOURS (BUSINESS DAYS) IN ADVANCE FOR APPROVAL

• TABLES
  • Provide your own
  • Available First Come, First Serve at Graphic Shop

NO GROUNDS FORMS APPROVED DURING RECRUITMENT AND REGENT MEETING DAYS:
(February 22, March 28, April 19-22)
FOOD

• POLICY
  • In the Student Center
    • USE ARAMARK

• OUTSIDE
  • You may giveaway or sell food.
  • All food related grounds forms will be directed to Raguet St.

• Self-Prepared
  • Grilled, Fried, Baked, etc
    • Clean preparation area
    • Store at correct temperatures and for proper times.

• Permits
  • Grilling/Cooking Permit: Now included in the Grounds Form
ON CAMPUS EVENTS
NON GROUNDS

• BAKER PATTILLO STUDENT CENTER
  • Contact Student Center Reservations (936)468-3400
    • Organization Name
    • Beginning and Ending Dates & Times
    • Approximate # Attendees (Over 300=UPD)
    • Contact Phone Number

• Rules
  • NO GLITTER
  • No TAPE or adhesives of any kind!
  • No flyers on doors, posts, ceilings, walls, floors or fixtures
  • Reservations 2 weeks in advance
  • 300 or more
  • Only food/beverage prepared by Student Center food services in meeting and dining rooms.

• BPSC CHARGES
  • Organization Responsible
  • SORF
  • Outstanding Balances: No Future SORF

• UNIVERSITY FACILITIES
  • Contact Dean or Department Director
ORGANIZATION ACTIVITIES

► Off-Campus Events:
  ► Organizers of all off-campus events should consider completing the risk management forms available through the Office of Student Engagement Programs to ensure liability and risk are minimized.
    ► Facilities: Organizations should only use public venues that have posted distancing guidelines and observed capacities.
    ► Attendance: Guidance from federal and state authorities should be observed. Contact Student Engagement Programs for the most up-to-date information.

► Retreats/Travel:
  ► Facilities: Organizations should only use public venues that have the ability for the group to observe physical distancing guidelines and capacity requirements.
  ► Facility should have Wi-Fi available to provide information and activities in a hybrid-format.
  ► Cleanliness/Sanitation: Travelers are encouraged to bring cleaning supplies and disinfectant spray on retreats or other trips to ensure the cleanliness of vehicles or meeting spaces while traveling.
OFF CAMPUS EVENTS

Organizations should complete an Off Campus Event Form with the Office of Student Engagement prior to hosting any Off Campus Events.

Refer to your Risk Management Policy for all Off Campus policies and procedures.
AMPLIFIED SOUND

• POLICY
  • Monday-Friday 8PM-11PM
    • Before: Approval by Dean of Student Affairs

• WHAT IS AMPLIFIED SOUND?
  • Using ANY device that amplifies your own voice.
  • Music
  • Noises that disrupt the normal functions of the University.
FUNDRAISING

• POLICY
  • Solicitation Policy (www.sfasu.edu/policies)

• FUNDRAISING FORM REQUIRED
  • Selling, Donations or other forms of financial collection.
  • Raffles: Only allowed for qualified non profit organizations.
  • Complete Fundraising Form
    • Even if you are not setting up a table.

• Exceptions to the form:
  • Inner organization
    • Dues, T-shirts, etc.
TAXES: Sales

• When to collect taxes:
  • **All organizations must collect sales tax for items sold.**
    • A complete list is available in our office or email by request.
    • A more detailed power point is available on org flash drive.
    • Examples:
      • Tangible products (t-shirts, sunglasses, koozies, etc)
      • Food for immediate consumption (including to-go containers)
  • **Exceptions:**
    • If you email your EIN number to SFA Controller:
      • 24 hours in 1 month period

• EIN: Employer Identification Number
  • Complete an SS-4 form (Available on IRS website, printed version in Student Engagement Office)
  • Needed to open bank accounts and agency accounts.
TAXES: Sales

• How to Collect:
  • 8.25% added or part of the total amount.
    • Add to the total amount ($10.00 \times 1.0825 = \$10.83$)
    • Include tax to the total amount ($1.0825/\$10.00 = \$9.23$)
      • The $0.77$ of tax goes to the State Comptroller

• How to Remit:
  • Agency Account (SFA Business Office):
    • Deposit total earnings and sales tax collected.
    • SFA Business Office will send tax in for you.
  • Off Campus Bank
    • Send/Electronically transfer tax collected to State Comptroller.
      • File and Pay Site: [https://comptroller.texas.gov/taxes/file-pay/](https://comptroller.texas.gov/taxes/file-pay/)
TAXES: Filing

• How to File:
  • Did you collect more than $5000.00 in taxes? - REPORT!!!
    • Based on your organization status, file an income tax return.
      • 501(c) 3: “Non Profit” organization
        • Extensive reporting requirements
      • 501 (c) 4: “Social Welfare” group
        • Simple reporting requirements
      • 501 (c) 7: “Social clubs”
        • Simple reporting requirements
  • Did you collect less than $5000.00 in taxes? - NO REPORT

MORE INFORMATION AVAILABLE:
Comptrollers Tax Policy Division: (800) 252-5555,
exempt.orgs@cpa.state.tx.us
ACCOMMODATIONS

» Physical Media Platforms
  » Don’t just post a picture! Students who are using screen readers are not able to see what your flyer or image says.
    » SOLUTION: Type the text of the flyer as part of the post.

» Hybrid Meetings/Events
  » Don’t assume everyone can hear you!
    » SOLUTION: Share information beforehand and/or have a member caption the event live in the chat box or contact Disability Services to schedule an interpreter (fees apply).

» Face Coverings
  » Face-to-face presenters need to have their mouths visible!
    » SOLUTION: Use a face shield. You can check one out from the Office of Student Engagement before your meetings or events.
DISABILITY SERVICES ACCESS

- The office of Disability Services is the official contact for students with disabilities who request special services or accommodations.

- The staff of Disability Services assists students with disabilities in achieving equal access to all university programs and services.
  - Disability Services provides information and assistance to students, faculty and staff in efforts to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other regulations which protect the rights of students with disabilities.

APPLICATION FOR SERVICES:
- Students may apply for services through the SFA Disability Services website or at their office, Human Services Building, room 325.

TYPES OF SERVICE AVAILABLE
- Assistance for accessing adaptive computer equipment.
- Liaison and advocacy between students, faculty and staff.
- Provision of sign language and oral interpreting services.
- Information and referral to on-campus and off-campus resources.

PLEASE CONTACT DISABILITY SERVICES FOR MORE INFORMATION:
Human Services Building, Room 325
(936)468-3004
BASIC TRAINING

{ ADVERTISING/PROMOTION }
ADVERTISING

• CHALKING
  • LOCATIONS
    • On the sidewalk surrounding the “circle drives” outside of Barnes & Noble and/or alumni center.
    • On the sidewalk outside of East College Cafeteria.

• NOT PERMITTED EVER:
  • STAIRS!!!!!!!
  • BPSC Plaza Bricks

  The student organization will be contacted to CLEAN the unauthorized area or may result in loss of advertising on campus.

• HANDBILLS/HANDOUTS
  • STUDENT ORGANIZATION NAME
  • CONTACT INFORMATION
POSTED FLYERS

REQUIRED
Student Organization Name
Contact Information (Email, Website, Phone Number, Etc.)

• DON'T FORGET:
  • Purpose of flyer (membership recruitment, meeting, event)
  • Dates and Times

• APPROVED LOCATIONS:
  • Campus Kiosks (No more than 2 flyers per kiosk & No overlapping)
    • Help us keep our kiosk up to date! Throw away old flyers!
  • Campus Buildings: Be sure to get approval from Dean or Director PRIOR
    • Confirm you understand where approved locations are located!
  • Residence Halls: NEVER hang flyers yourself inside of a residence hall!!
    • Give ALL flyers Residence Life 1st floor of Austin building for approval
      and distribution.
      • It is up to Hall Director discretion if the flyer is approved for their
        hall.

Flyers cannot be hung on interior or exterior walls, light poles, fences, taped to the ground or any other structures without written approval from the Office of Student Engagement
BASIC TRAINING

{ STUDENT ORGANIZATION
   RESOURCE CENTER (SORC) }
WHAT IS THE SORC?
STUDENT ORGANIZATION RESOURCE CENTER

• WE’RE HERE TO HELP!
  • Officer Transitions
  • Retreat Planning
  • Event Planning
  • Membership Recruitment

• PRINTING
  • Agendas
  • Flyers

• LOCKERS/MAILBOXES

• SUPPLIES
  • General Supplies: Scissors, Markers, Paper Cutters
  • Cri-Cut
  • Buttons

OPEN MONDAY-FRIDAY 8AM-5PM
(Not open during holidays or when SFA is NOT in session)
BASIC TRAINING

Risk Management Policy Review

PRESIDENTS & ADVISORS MUST SIGN A RISK MANAGEMENT POLICY
ALCOHOL & DRUGS

• FOLLOW THE LAW & POLICIES:
  • The possession, use, consumption or service of alcoholic beverages by any student organization must be in accordance with all applicable local, state and federal laws. The organizations must also abide by the established policies of Stephen F. Austin State University.
  • All organizations must abide by any Inter/National and Local risk management policies of their organization and will be held accountable when they fail to do so.

• ACCOUNTABILITY:
  • The Office of Student Engagement will investigate all complaints. If they are found to be credible, they will be referred for student conduct action as outlined in university policy 10.4. ([http://www.sfasu.edu/policies/student-conduct-code.pdf](http://www.sfasu.edu/policies/student-conduct-code.pdf))

  • Any organizations found in violation of these procedures, applicable laws or any Stephen F. Austin State University policy will be subject to sanctions up to an including loss of recognition for a specified period of time.
    • In addition, individual students may be subject to conduct charges through the Office of Student Rights and Responsibilities as well as civil or criminal penalties when appropriate.
ALCOHOL & DRUGS

• MINORS:
  • No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age) or to those who are noticeably intoxicated.

• NEW MEMBERS/RECRUITMENT:
  • No member or pledge, associate/new member or novice or former member/alumni shall permit, tolerate, encourage or participate in "drinking games."
    • The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

• All recruitment activities associated with any organization will be non-alcoholic.
  • No recruitment activities associated with any organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
ALCOHOL & DRUGS

• PURCHASE OF ALCOHOL:
  • No alcoholic beverages may be purchased through or with student organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization.
    • The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
    • Organizations are considered to be in violation when they sell drink cards, drink tickets, cups or any other item sold with an expressed or implied expectation of receiving alcohol in exchange.

• The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES during any event sponsored by a student organization or at any event that an observer would associate with the organization is strictly prohibited.

• No organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the hosts, groups or organizations.

• No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present.
  • This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of a third party vendor.
  • An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
ALCOHOL & DRUGS

• PARTIES/GATHERINGS:
  • Organizations may not admit guests who are noticeably intoxicated.
  • Only “Bring Your Own Beverage” (BYOB) parties and third-party vendors are permitted.
    • For BYOB events, each person may bring no more than 72 ounces of beer (one six pack of twelve-ounce beers), 48 ounces of wine coolers, cider or malt beverages and 25 ounces (750ml) of wine.
    • Hard liquor or any beverage containing hard liquor is not permitted. This includes any beverage that contains more than 7% alcohol by volume.

OFF CAMPUS FORMS
ORGANIZATIONS SHOULD COMPLETE AN OFF CAMPUS EVENT FORM WITH THE OFFICE OF STUDENT ENGAGEMENT PRIOR TO HOSTING /ADVERTISING ANY OFF CAMPUS EVENTS.
No organization member/new member or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

- “Any action taken or situation created, intentionally, whether on or off organization premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.”

Such activities may include but are not limited to the following:

- use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the organization house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.

Report Hazing—It’s the Law!

- A person commits an offense if the person: has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Student Affairs or other appropriate officials of the institution.

SFA Hazing Hot Line: 936-468-8888
SEXUAL ABUSE & HARASSMENT

RESPONSIBILITY:
• Please consult the handout on Sexual Harassment and Misconduct for specific information on what constitutes a violation of our sexual misconduct policy (SFA Policy 2.13)

• It is the responsibility of all student organizations to take active measures to prevent sexual misconduct/sexual assault in their organizations and at organization sponsored events.
  • This includes intervening in a situation that appears to be harassing, verbally or physically, in nature or could lead to sexual violence (e.g. a student walking an obviously intoxicated student upstairs or down a hall to a bedroom)

• Any student who becomes aware of a crime should report it to University Police.

• If a student would like to speak with someone about any situation involving gender-based discrimination, they are encouraged to speak with, Dr. Michael Walker, Title IX coordinator or one of the Deputy Title IX coordinators, such as Dr. Hollie Smith. More information about confidential and non-confidential reporting options can be found at www.sfasu.edu/Lumberjacks-Care/

UNIVERSITY STAFF & FACULTY:
• University staff and faculty are required to report incidents to the Title IX Coordinator, Dr. Michael Walker. Reporting information can be found at www.sfasu.edu/Lumberjacks-Care or call 936.468.8292.
SEXUAL ABUSE & HARASSMENT

WHAT IS SEXUAL HARASSMENT?
• Sexual harassment is a form of sex discrimination. It is described as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
  • Submission to, or tolerance of, such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
  • Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions (including admissions and hiring) affecting that individual; or
  • Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational or living environment.

• Physical conduct that may constitute sexual harassment includes, but is not limited to:
  • unwelcome intentional touching; deliberate physical interference with or restriction of movement; or sexual violence.

• Verbal conduct that may constitute sexual harassment includes, but is not limited to,
  • Explicit or implicit propositions to engage in sexual activity;
  • Gratuitous comments, jokes, questions, anecdotes, or remarks of a sexual nature about clothing or bodies;
  • Gratuitous remarks about sexual activities or speculation about sexual experiences;
  • Persistent, unwanted sexual or romantic attention;
  • Subtle or overt pressure for sexual favors;
  • Exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars, or other materials;
  • Deliberate, repeated humiliation or intimidation based upon sex.

• Sexual Abuse (Assault)
  • Any nonconsensual (including coercive) sexual activity with another person
  • Sexual activity with a person who is incapacitated by alcohol or other drugs or otherwise unable to give clear, verbal consent
DUTY OF CARE:
• Obligation that a sensible person would use in the circumstances when acting towards others and the public.

• If the actions of a person are not made with watchfulness, attention, caution, and prudence, their actions are considered negligent.

• Consequently, the resulting damages may be claimed as negligence in a lawsuit.

GOOD SAMARITAN LAW:
• Sec. 106.04. CONSUMPTION OF ALCOHOL BY A MINOR.
  • A minor commits an offense if he consumes an alcoholic beverage.
  • Good Samaritan Responsibilities:
    • Requested emergency medical assistance in response to the possible alcohol overdose of the minor or another person.
    • The first person to make a request for medical assistance for the possible alcohol overdose of another person:
      • Remained on the scene until the medical assistance arrived; and
      • Cooperated with medical assistance and law enforcement personnel.
BASIC TRAINING

\{ STUDENTS WITH DISABILITIES \}
BASIC TRAINING

FIRE SAFETY & FIRE ARMS
FALSE ALARMS

- The University takes a strong stance against persons making or causing a false report or alarm that disrupts the living and/or educational process associated with this University.
- Any person found having initiated or caused a false alarm or report could be charged in the appropriate criminal court for violation of this law and also referred to the University Office of Student Rights and Responsibilities for violation of the Student Code of Conduct.

- An offense under this section is a Class Misdemeanor
  - Unless the false report is of an emergency involving a public or private institution of higher education or involving a public, primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service in which event the offense is a State Jail Felony.

In accordance with Subchapter E, Chapter 51.219 (Notification of Penalty for False Alarm or Report) of the Texas Education Code, each institution of higher education is required to notify all incoming students as soon as practicable and all other students no later than October 1 of the penalty of making a false alarm or report involving an institution of higher education.
FIRE SAFETY

FIRE SAFETY (EVENTS):
• Know where the fire exits are in the building you are meeting or having an event in and educate your members.
  • Each building should have at least 2 means of escape remote from each other to be used in a fire emergency.
  • Fire doors must not be blocked or locked to prevent emergence use when your organization is in the building.
  • Exit routes from buildings must be clear and free of obstructions and properly marked with signs designating exits from the building.

• Know where the portable fire extinguishers are kept.
  • Officers should be instructed on how to properly operate the fire extinguishers available, and what procedures to follow in alerting others to the fire emergency.

• All facility capacity rules/fire code limits are to be enforced at all times.