



## 2021-2024 Junior College Audit Report Tool (JCARtool)

### JCAR Summary Report

Below you will find a summary of all the information you provided in the JCARtool. The information in the summary report is static and edits cannot be made from this page. Please review and confirm that all information is correct before clicking the "Next" button.

If you need to make edits, use the "Back" button at the bottom of this page to make any necessary changes.

If all information is correct, please print a copy of your summary report.

**After you print or save the summary report, select the "Next" button at the bottom of this page to submit your responses.**

## Welcome to the Texas School Safety Center's JCARTool

The Junior College District Audit Report tool (JCARTool) consists of questions pertaining to your junior college district's safety and security audit results. Every question must be answered in order to submit your results. The deadline for reporting your audit information to the Texas School Safety Center (TxSSC) is **September 13, 2024**.

The JCARTool automatically saves your information as you go, so you do not have to complete all questions in one session. You may access the system multiple times using your provided login. You may complete and submit the JCARTool questionnaire any time prior to the deadline. The JCARTool recognizes the answers you provide and will direct you to the appropriate question based on your answers.

Once all questions are answered, the JCARTool will display a Summary Report of your answers. At this point, you should save and print a copy of your JCART Summary Report.

After saving/printing your Summary Report, you **must** click on the "Next" button to finalize the report. Once your submission is complete, you will receive a screen notification thanking you for your response.

Once you submit the JCARTool questionnaire you will not be able to make any changes. If you need to correct any submitted information, please contact the TxSSC at [txssc\\_audit\\_info@txstate.edu](mailto:txssc_audit_info@txstate.edu).

**Click here** to download a printable PDF copy of the questions in this tool. The PDF contains a glossary of terms as well as legal references. Throughout the tool, glossary terms are **underlined** and legal references are noted where applicable. Refer to the Glossary (page 14) for full definitions of **underlined** terms. Refer to References (page 19) for applicable legal references.

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The Texas Education Code (TEC) 37.108(b) requires each junior college district to conduct a safety and security audit at least once every three years and the 2021-2024 audit cycle ends on August 31, 2024. By August 31, 2024 each junior college district shall complete safety and security audits of all district facilities.

In addition, the TEC 37.108(c) requires junior college districts to report the results of their safety and security audit to the TxSSC in the manner required by the TxSSC. TEC 37.108(c) also requires that the report be presented to the board of trustees and signed by the board president of the junior college district.

For more detailed guidance on conducting safety and security audits, including reporting of results, please visit the TxSSC's [Higher Ed Safety and Security Audit Toolkit](#).

To begin reporting your audit results, click the “Next” button below.

Thank you,  
Texas School Safety Center

*Instructions: Using information collected during your junior college district facility safety and security audit, please answer the following questions as they pertain to the current audit cycle.*

## Section 1 Junior College District Contact Information

1. First name of person reporting audit data

2. Last name of person reporting audit data

3. Title of person reporting audit data

4. Contact email for person reporting audit data

5. Contact phone number for person reporting audit data (xxx-xxx-xxxx)

## Section 2

### Junior College District Demographics

6. Junior college district cumulative enrollment during the 2023-2024 academic year. *(Enter as whole numbers, no commas).*

7. How many campuses are located within your junior college district? *(Enter as whole numbers, no commas)*

8a. Does your junior college district offer courses to students attending a high school operated in Texas?

*Reference: TEC §130.008*

Yes

No

8b. Where are high school student courses offered *(Please select all that apply)*?

In person on the junior college district property

In person on an independent school district property

Virtual

9a. Has your junior college district's board of trustees established a dual usage educational complex to provide a shared facility for educational activities of the district and other participating entities?

*Reference: TEC §130.0103(a).*

Yes

No

10a. Does your junior college district provide remedial programs for secondary school students?

*Reference: TEC §130.090(a).*

Yes

No

11. Does your junior college district's board of trustees operate branch campuses, centers, or extension facilities within the junior college district's service area?

*Reference: TEC §130.251(a).*

Yes

No

### Section 3

#### Safety and Security Audit Information

12. Does your junior college district have a committee or workgroup to consider safety and security related issues and recommended improvements for the junior college district?

Yes

No

13. How many instructional facilities are present in your junior college district's service area? *(Enter as whole numbers, no commas)*

17

14. How many non-instructional facilities are present in your junior college district's service area? *(Enter as whole numbers, no commas.)*

4

**15a. Were safety and security audits conducted for ALL instructional facilities during the 2021-2024 audit cycle?**

*Reference: TEC §37.108(c).*

- Yes
- No

**15b. Were safety and security audits conducted for ALL non-instructional facilities during the 2021-2024 audit cycle?**

*Reference: TEC §37.108(c).*

- Yes
- No

**16. Which of the following elements were reviewed during your junior college district's instructional facilities safety and security audits?**

	Yes	No
<u>Cybersecurity</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Data and documents</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Exterior of facilities</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Interior of facilities</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Intruder assessment</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Multi-hazard emergency operations plan</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>School climate</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Surrounding environment (i.e. neighborhood crime data).</u>	<input checked="" type="radio"/>	<input type="radio"/>

17. Which of the following elements were reviewed during your junior college district's non-instructional facilities safety and security audits?

	Yes	No
<u>Cybersecurity</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Data and documents</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Exterior of facilities</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Interior of facilities</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Intruder assessment</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Multi-hazard emergency operations plan</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>School climate</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Surrounding environment (i.e. neighborhood crime data)</u>	<input checked="" type="radio"/>	<input type="radio"/>

18. Have the safety and security audit results of your junior college district's facilities been reported to the junior college district's Board of Trustees?

*Reference: TEC §37.108(c).*

- Yes, they have been reported. (Please enter the date. Date format: mm/dd/yyyy)
- No, but they are scheduled for an upcoming board meeting. (Please enter the date. Date format: mm/dd/yyyy)**
- No, they have not been reported and they have not been scheduled to be reported.

19a. Did your junior college district receive school safety or security consulting services from an outside consultant (not employed by the junior college district)?

- Yes
- No**

**20. Which junior college district staff/faculty participated in your district's safety and security audit? (Please select all that apply.)**

- Director of Emergency Management**
- Emergency Management Staff
- Director of Safety, Health, Environment and Risk Management**
- Chief of Police**
- Associate Vice Chancellor Facilities
- Vice President of Marketing and Public Relations**
- Chief Business Continuity Officer
- Chief Facilities Officer**
- Chief Human Resource Officer**
- Chief Information Officer**
- Chief Marketing Officer**
- Chief Risk Officer**
- Provost
- Vice President of Compliance and Risk Management
- Safety and Risk Manager**
- Physical Plant Supervisors**
- Information Technology Department Staff
- Safety Officer
- Vice Chancellor of Student Success
- Deans of Administration - All campuses
- Other (Please specify.)**

we have had service director

Dean of Students	▲
Faculty representative	●
Ranch Manager	▼
Emergency Service Education Director	

- No junior college district staff/faculty participated in the safety and security audit

**21. Did your junior college district use the TxSSC Higher Education Safety and Security Audit Checklist to conduct your safety and security audit?**

- Yes**
- No

## Section 4

### Emergency Management Information

22a. Has your junior college district identified a core planning team to assist with developing and establishing a multi-hazard emergency operations plan?

Yes

No

**22b. Did the core planning team include staff members from the following departments at your junior college district?**

	Yes	No	N/A
Academic affairs	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Business office	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Central administration or designee	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Counseling and mental health services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
EMS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Environmental health and safety	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilities and operations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health services	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Human resources	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information technology	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal counsel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Public information office	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public safety operations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk management	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>Emergency management</u>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Residential life	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Student affairs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Transportation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
International student services office	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

23a. Did your junior college district receive assistance from external stakeholders with developing and establishing a multi-hazard emergency operations plan?

Yes

No

24a. Has your junior college district adopted and implemented a multi-hazard emergency operations plan for use in the junior college district?

*Reference: TEC §37.108(a).*

Yes

No

24b. Does your junior college district's multi-hazard emergency operations plan address the following five phases of emergency management?

*Reference: TEC §37.108(a).*

	Yes	No
<u>Prevention</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Mitigation</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Preparedness</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Response</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Recovery</u>	<input checked="" type="radio"/>	<input type="radio"/>

**24c. Does your junior college district's multi-hazard emergency operations plan provide for the following:**

**Reference: TEC 37.108(a)(1)(2)(3)(5).**

	Yes	No
Training in responding to an emergency for district employees	<input checked="" type="radio"/>	<input type="radio"/>
Measures to ensure district employees have classroom access to a telephone, including a cellular phone, or another electronic device	<input checked="" type="radio"/>	<input type="radio"/>
Measures to ensure district communications technology and infrastructure are adequate to allow for communication during an emergency	<input checked="" type="radio"/>	<input type="radio"/>
Measures to ensure coordination with the Department of State Health Services and local <u>emergency management</u> agencies (i.e., law enforcement, health departments, and fire departments) in the event of an emergency	<input checked="" type="radio"/>	<input type="radio"/>

24d. Does your junior college district's multi-hazard emergency operations plan mandate the following types of drills?

	Yes	No
<u>Fire Evacuation Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Evacuation Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Lockdown Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Secure Drills</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Shelter-in-Place for Severe Weather Drills</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Shelter-in-Place for Hazmat Drills</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Reunification</u>	<input type="radio"/>	<input checked="" type="radio"/>

24e. Has your junior college district conducted a hazard analysis as part of your multi-hazard emergency operations plan?

- Yes  
 No

24f. Who did your junior college district collaborate with in conducting your hazard analysis? (*Please select all that apply*)

- Local/county emergency management**
- Local first responders (Police/Fire/EMS)
- State agency
- Private consultant
- Other (*Please specify*)
- No collaboration took place

25a. Is your junior college district's multi-hazard emergency operations plan reviewed at least annually?

- Yes  
 No

25b. Is your junior college district's multi-hazard emergency operations plan updated based on findings from your annual review?

Yes

No

## Section 5

### Drilling, Exercising, and Training

26. Have the following drills been conducted at all instructional facilities within the junior college district service area?

	Yes	No
<u>Fire Evacuation Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Evacuation Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Lockdown Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Secure Drills</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Shelter-in-Place for Severe Weather Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Shelter-in-Place for Hazmat Drills</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Reunification</u>	<input type="radio"/>	<input checked="" type="radio"/>

27. Have the following drills been conducted at all non-instructional facilities within the junior college district service area?

	Yes	No
<u>Fire Evacuation Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Evacuation Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Lockdown Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Secure Drills</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Shelter-in-Place for Severe Weather Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Shelter-in-Place for Hazmat Drills</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Reunification</u>	<input type="radio"/>	<input checked="" type="radio"/>

28. Does your junior college district provide emergency response training at least annually to the following groups?

	Yes	No	N/A
Administrators	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Full-time faculty	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part-time or adjunct faculty	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Volunteers	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Emergency responders	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contractors	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

29a. Does your junior college district conduct after-action reviews following:

	Yes	No
<u>Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Exercises</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Incidents</u>	<input checked="" type="radio"/>	<input type="radio"/>

29b. Does your junior college district utilize the after-action reviews to develop and implement improvement plans based on the findings?

- Yes
- No

## Section 6

### Behavioral Threat Assessment

30. Has your junior college district adopted behavioral intervention and threat assessment policies and protocols?

- Yes
- No

31a. Does your junior college district have an established Behavior Intervention Team (BIT) or Campus Assessment Response and Evaluation Team (CARE)?

- Yes
- No

31b. Does your junior college district BIT or CARE team include members with the following areas of expertise: (*Please select all that apply*).

- Counseling
- Behavior management
- Mental health/substance use
- Student support services
- Health professionals
- Administration
- Safety/Security
- Human resources
- Emergency management
- Risk management
- Law enforcement
- Other (*Please specify.*)

31c. Have members of the junior college district BIT or CARE team completed behavioral intervention and threat assessment training?

- Yes
- No

**31d. What organization trained members of the behavioral intervention and threat assessment team? (Please select all that apply)**

- Texas School Safety Center
- National Association for Behavioral Intervention and Threat Assessment (NaBITA)
- A different training provider (Please specify.)**

Work Trauma Services Inc WAVR  
Twenty One

**32. Does your junior college district use an anonymous reporting system for behavioral intervention and threat assessment?**

- Yes
- No**

**33. Does your junior college district have a policy in place requiring any person on the campus or facility to present evidence of their identification, or if the person is a student or employee of the institution, their student or employee official identification card, or other evidence of their relationship with the institution during periods of disruption?**

*Reference: TEC §51.232(a).*

- Yes**
- No

**34a. Has your junior college district adopted a policy on sexual harassment, sexual assault, dating violence, and stalking applicable to each student enrolled at and each employee of the institution?**

*Reference: TEC§51.282(a).*

- Yes**
- No

**34b. Is the sexual harassment, sexual assault, dating violence, and stalking policy made available to students, faculty, and staff by including the policy in the institution's:**

*Reference: TEC§51.282(b)(1-2).*

	Yes	No
Student handbook	<input checked="" type="radio"/>	<input type="radio"/>
Personnel handbook	<input checked="" type="radio"/>	<input type="radio"/>
Web page dedicated solely to the policy that is easily accessible through a clearly identifiable link of the institution's internet website home page	<input checked="" type="radio"/>	<input type="radio"/>

## Section 7

### Additional Safety and Security Information

**35a. Which of the following formal agreements does your junior college district have in place pertaining to school safety and security? (Please select all that apply.)**

**Memoranda of Understanding**

Mutual Aid Agreements

**Interlocal Agreements**

Contracts

Other (please specify):

No formal agreements are in place

**35b. With whom has your junior college district entered into Memorandum of Understanding, Mutual Aid Agreements, Interlocal Agreements, Contracts, and/or similar agreements? (Please select all that apply.)**

- Department of State Health Services
- Local and/or regional public health department**
- Local emergency management
- Law enforcement**
- Fire department(s)
- EMS
- Neighboring junior college district(s)
- Off-campus locations where students attend instruction
- Off-campus evacuation sites/reunification sites
- Volunteer organizations
- Behavioral health providers (e.g., local mental health authorities, private practitioners, etc.)
- Other (please specify):

**36a. Has your junior college district identified key personnel who are responsible for specific emergency functions?**

- Yes**
- No

**36b. Have key personnel, responsible for specific emergency functions, been trained in the National Incident Management System (NIMS)?**

- Yes**
- No

**36c. Have key personnel, responsible for specific emergency functions, been trained in the Incident Command System (ICS)?**

**Yes**

No

**37a. Has your junior college district established an emergency alert system for the institution's students, faculty, and staff?**

*Reference: TEC §51.218(b).*

**Yes**

No

**37b. Does the emergency alert system use e-mail or telephone notifications in addition to any other alert method the institution considers appropriate to provide timely notification of emergencies affecting the institution or its students, faculty, and staff?**

*Reference: TEC §51.218(b).*

**Yes**

No

**37c. Are all emergency alert systems tested at least annually?**

**Yes**

No

38a. Which of the following sources of safety personnel does your junior college district utilize? *(Please select all that apply.)*

- Junior college district police department
- Municipal or county peace officers
- Junior college district safety and security personnel
- Private security
- Other *(Please specify.)*
- None of the above

38b. How many licensed peace officers are employed by the junior college district police department? *(Enter as whole numbers, no commas)*

11

38c. How many district security personnel are employed by the junior college district police department? *(Enter as whole numbers, no commas)*

3

39a. Has your junior college district designated an individual in an Emergency Management Professional role (e.g., junior college district employee responsible for safety and security)?

- Yes
- No

39b. Is this position full-time or part-time (in addition to other duties)?

- Full-time
- Part-time

40a. Has the governing board of your junior college appointed one or more school marshals?

Reference: TEC §51.220(b).

Yes

No

41a. Does your junior college district have safety and security procedures in place specific for secondary school students attending programs on campus?

Yes

No

41b. Which safety and security procedures are addressed: *(Please select all that apply)*

Fire drills for classrooms with students in attendance.

Parent-student reunification for students in the event of an emergency.

Registered sex offenders in proximity to classes attended by students.

None of these

42. Does your junior college district have a suicide prevention plan?

Yes

No

## Section 8

### Attestation

43. The data in this survey is accurate and has been reviewed and signed by the president/chancellor of the junior college district.

Reference: 37.108(c)(2).

Yes

No

**Note: Click the "Next" button below to view a summary of your JCARTool submission. Once you have reviewed your summary report, please save and/or print a copy of the summary report for your records.**

*If you have technical issues or questions about conducting your audit or how to answer questions within the JCARTool, contact [txssc\\_audit\\_info@txstate.edu](mailto:txssc_audit_info@txstate.edu).*