

# SECURITY

Campus security is provided 24 hours a day, seven days a week, by OSU-Oklahoma City Campus Security. Campus Security constantly patrols parking lots, buildings and grounds. As a precaution, office doors, classroom doors and other areas should be locked and secured when not occupied or scheduled for activities. If anyone suspicious is observed in or around the campus area, contact the Office of Safety and Security immediately.

If you find safety hazards that you feel should be addressed immediately, such as a broken chair, an unidentified bothersome smell inside a building, or a trip hazard, please contact the Office of Safety and Security so that we may investigate the problem.

## LOCATION

The OSU-Oklahoma City Office of Safety and Security is located on the first floor of the Business Technologies Building, Room 100. The phone number is (405) 945-3253 with business hours of 8am to 5pm. After hours please call (405) 945-9111.

## EMERGENCIES

In case of an emergency on campus, contact Campus Security by dialing (405) 945-9111. Security officers will help determine if any outside agencies (fire department, police department, paramedics, etc.) need to be contacted. For more specific information see Medical and Health Emergencies below.

## EMERGENCY MESSAGES

Emergency messages are often received for faculty, staff and students. All attempts are made to deliver messages deemed to have urgency. The least interruption possible is the goal; but, if necessary, an emergency message will be delivered to either a student or instructor during class. Persons wishing to get an emergency message to a student should contact OSU-Oklahoma City Security by calling (405) 945-9111. Caller must be able to provide valid emergency information before a message is delivered.

## REQUEST OF IDENTIFICATION

No person on university property shall willfully fail or refuse to comply with any lawful order or direction of an officer of Safety and Security or any university administrator. Upon the request of any Safety and Security officer or university administrator, proper identification shall be produced.

## SURVEILLANCE CAMERAS

The Office of Safety and Security is committed to enhancing the campus community quality of life by integrating the best practices of public and private campus safety. This office will utilize overt video surveillance cameras to monitor and record public areas to help ensure the safety and security of the campus community.

## REPORTING INCIDENTS

Any unusual event such as theft of property or auto mishap should be reported to the Office of Safety and Security, Business Technologies Building, Room 100, or call (405) 945-9111. Security investigates auto accidents, and can provide a statement to submit to an insurance company. Security personnel will complete an incident report, which is placed on file. Security is not responsible for contacting city police to investigate the incident unless requested. A complainant/witness statement form may be found at [https://osuokc.edu/sites/default/files/documents/security/Accident\\_Injury\\_Report\\_Form.pdf](https://osuokc.edu/sites/default/files/documents/security/Accident_Injury_Report_Form.pdf)

## EMERGENCY PREPAREDNESS PLAN FOR INJURY TO STUDENTS & GUESTS ON CAMPUS

All injuries occurring on campus need to be reported to the Office of Safety and Security immediately regardless of the severity at (405) 945-9111. Please fill out the Accident/Injury form ([https://osuokc.edu/sites/default/files/documents/security/Accident\\_Injury\\_Report\\_Form.pdf](https://osuokc.edu/sites/default/files/documents/security/Accident_Injury_Report_Form.pdf)) in its entirety and return it to Security without delay.

If a student or guest is injured on campus, it is up to the faculty or staff

person supervising the class or event to contact the Office of Safety and Security so that Security may complete an "Incident Report" which details the injury. (In the event that the faculty or staff person cannot be located, it will be necessary for the student or guest to contact Security directly.)

If the injured person feels that the injury or property damage was caused by negligence on the part of OSU-Oklahoma City and wishes to file a claim for medical costs or property damage, they should contact either the Vice President of Budget & Finance for OSU-Oklahoma City or they may contact the State Risk Management Office at (405) 521-4999. OSU-Oklahoma City will not make any reimbursements for personal injury or physical damage. Determination of negligence and amounts of monetary liability are the exclusive responsibility of the State Risk Management Office. Employees of OSU-Oklahoma City may NOT obligate any institutional funds for payment of injuries or property damage.

If after an investigation it has been determined that the injury or property damage was caused by negligence on the part of OSU-Oklahoma City, the injured person may file a claim for medical costs and/or property damage by contacting the vice president of Finance and Operations for OSU-Oklahoma City.

If there are any questions in regard to this policy, please contact the Vice President of Finance and Operations.

## MEDICAL & HEALTH EMERGENCIES

Faculty or staff should call Security at extension 111 (classroom phone) or (405) 945-9111. **DO NOT CALL THE HEALTH SCIENCE OR EMT DEPARTMENTS.** In emergencies with immediate danger or an unconscious person call 911 AND Security.

When you call Security (extension 253 or 111):

1. Give the Security officer the exact location of the emergency, including building and room num-

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Provide assistance to the emergency victim only if you are trained to do so. Otherwise, wait with the victim and make him/her as comfortable as possible without moving the individual until Security or emergency personnel arrive.

General First Aid Guidelines – DO NOT CONTACT THE HEALTH SCIENCE OR EMT DEPARTMENTS.

- ⇒ Do not attempt to move the victim.
- ⇒ Apply direct, steady pressure to wound, if bleeding. For victims who have stopped breathing, fainted, are choking or have had a seizure, CALL 911 AND SECURITY (extension 253 or 111) IMMEDIATELY.
- ⇒ Do not attempt to administer aid unless you are trained to do so.

When Security or emergency personnel arrive they will assume control of the situation. Only if asked by Security should faculty, staff, or students on the scene assist by waiting outside buildings to provide assistance and direction to emergency units. Individuals may be asked to assist with maintaining calm in the classroom or providing direct care to the victim as directed by Security or emergency personnel.

## STUDENT ORGANIZATIONS OFF CAMPUS

Student organizations participate in work-shops, conventions, conferences, community service, etc., off campus at various locations. These advisors are required to report any known crimes to the Office of Safety and Security; and, in turn, Security will report these crimes to the appropriate law enforcement agency at its discretion.

## CAMPUS EVENT NOTIFICATION

Security is to be taken into consideration when campus events are planned. Contact the Office of Safety and Security, (405) 945-3253, early in the planning process of campus events.

## COWBOY ALERT NOTIFICATIONS

OSU-OKC has partnered with Oklahoma State University to implement a service for the OSU-OKC community that will notify people in the case of an emergency. These emergencies may include:

- A campus intruder
- Acts of terrorism
- Biohazard threats

Cowboy alert notifications may also be sent to students, faculty and staff for weather-related closings.

In a situation deemed an emergency or a weather-related closing, OSU officials will deploy a message to members of the OSU community with information regarding the event and how they should proceed. This information may be in the form of a voice and/or mobile text.

## TO SUBSCRIBE

To subscribe, please log into your O-Key account available at [my.okstate.edu](http://my.okstate.edu). Once you have logged into your O-Key account page select “Campus Alerts and Notifications.” If you have any questions, please contact the IT Help Desk. Be sure to update your information with any changes.

## INCLEMENT WEATHER, CLASS CANCELLATION, CAMPUS CLOSING

A decision to close the campus or to cancel classes because of inclement weather or other adverse conditions will be made as early as possible. Students should watch and listen for news broadcasts. Weather information is available on the OSU-OKC website at [www.osuokc.edu](http://www.osuokc.edu) or OSU-OKC social media. Students are encouraged to join social media networks at [www.facebook.com/osuokc](http://www.facebook.com/osuokc) and [www.twitter.com/osuokc](http://www.twitter.com/osuokc).

A decision to close the campus includes offices across the campus. If only classes are cancelled, campus offices remain open. Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

## TORNADO AND SEVERE WINDSTORMS

When a tornado is confirmed close to the OSU-Oklahoma City campus, college officials and campus Security will notify each building on campus that all persons should seek immediate cover in a shelter area, as time warrants, otherwise seek shelter within a building area of refuge. The shelter locations for each building are identified by yellow signs labeled “Emergency Storm Shelter.”

Most shelters are located on the lowest level of each building and usually inside restrooms, stair-wells and north-east classrooms. When conditions are safe to return to normal operations, campus officials and security will issue “all clear” notices to shelter locations.

## ENERGY EDUCATION

OSU-Oklahoma City has built an awareness of conservation to have a more prosperous and sustainable future through the wise use of energy. Its policy and guidelines cover general information and guidelines for heating, air conditioning, water usage and lighting with emphasis on usage during unoccupied times. For more information, please visit the OSU-OKC Energy Education Program at <https://osuokc.edu/energied>.

## SAFETY AND MAINTENANCE

Safety is taken into consideration when any new construction or remodeling projects are undertaken on campus. Please report any safety concerns immediately to the Campus Safety, 945-9111.

## EVENING VEHICLE ESCORT

Upon request, the Office of Safety and Security provides an escort to all persons traveling across campus after dark. Call (405) 945-9111 for escort.

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## DEAD BATTERY

As a courtesy, the Office of Safety and Security gives assistance for “dead battery” vehicle starts on campus provided the vehicle owner signs a “Release of Liability” form. Officers WILL NOT give assistance in retrieving keys locked in vehicles. Security will not perform mechanical repairs or maintenance on vehicles.

## OFFICE AND CLASSROOM BUILDINGS

Most campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. At other times, access can be obtained by contacting the Office of Safety and Security. Laboratories are open during posted hours. Approval from the appropriate professor is required for access at any other times. All buildings and facilities are patrolled and monitored by Safety and Security officers on a 24-hour basis.

Maintenance and lighting problems are reported to Facility Operations by the officers. Depending on the criticality, repairs are accomplished on a 24-hour basis.

## SPECIAL EVENT COORDINATION FOR PARKING AND BUILDING/ CLASSROOM ACCESS

If your event will require visitors to park on campus notify the Office of Safety and Security at (405) 945-3253 or email [okc.security@okstate.edu](mailto:okc.security@okstate.edu) to arrange to have Temporary Parking Passes issued. Without these passes, visitors may be cited for illegal parking. If buses or other large vehicles will be parking on campus, we may need to coordinate an area where they will have plenty of room and will be less likely to cause traffic/parking problems.

If your event requires building or classroom access on weekends, evenings or after hours, you will need to make arrangements with Security at (405) 945-3253 or email [okc.security@okstate.edu](mailto:okc.security@okstate.edu). Occupants of the meeting or class will be ques-

tioned by a Security Officer if prior arrangements have not been made.

If your vehicle will be left on campus due to an event off campus, please inform Security of the type of vehicle, the location where you have parked it and the duration it will stay on campus.

## RECREATIONAL USE OF OSU-OKLAHOMA CITY PROPERTY

Riding a motorcycle, motor scooter, roller blades, skateboards or any other recreational item on any sidewalk, pathway or area intended solely for pedestrian use is prohibited. Roller blades, skateboards or any other recreational items are also prohibited in all parking lots, driveways and the Precision Driving Training Course.

Use of land, launching of hot air balloons, use of remote controlled vehicles and flying of model aircraft is also prohibited on OSU-Oklahoma City properties without prior written approval from the vice president of Budget and Finance.

## LOST AND FOUND

All lost and found items are brought to the Security Office at the end of each day from various locations on campus. Please call the office at (405) 945-3253 to obtain information on how to pick up personal property.

## PARKING AND TRAFFIC REGULATIONS

The Board of Regents for Oklahoma State University/A&M Colleges, the governing board, has appointed necessary officers for the purpose of protecting personnel and property at Oklahoma State University-Oklahoma City. These officers are assigned to the Office of Safety and Security, which has the responsibility and authority for the administration and enforcement of the university’s parking and traffic regulations. The parking fee is assessed per semester; \$25 for Fall and Spring, and \$15 for summer.

Hangtags are required to be dis-

played on the student, faculty, or staff member’s motor vehicle mirror to park on university property. Student registration hangtags are issued by Business Services, located on the second floor of the Administration Building. Faculty and staff may pick up their hang-tag at Human Resources located on the second floor of the Administration Building.

## TRAFFIC CITATIONS

Charges for parking violations are added to the student’s account. Payment for violations should be made in Business Services, Administration Building, second floor. Students who allow their account to be delinquent will have a “hold” placed on their academic records or re-enrollment.

To contest a ticket, contact the Office of Safety and Security. You will be notified by mail of the final decision.

## CRIME INFORMATION AT OSU-OKLAHOMA CITY

Campus crime statistics are available in the Annual Security Report (ASR). The prior year ASR is available each October 1 at <https://osuokc.edu/security>. The ASR outlines incidents that occur within the boundaries of the campus as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## SUMMARY OF THE JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The “Clery Act” is named in memory of 19 year old Lehigh University fresh-

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man Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was amended in 2000 to require schools beginning in 2003 to notify the campus community about where public

“Megan’s Law” information about registered sex offenders on campus could be obtained. The Clery Act was amended to include the Violence Against Women Reauthorization Act of 2013 (VAWA). VAWA provides additional reporting of crimes committed against women, any reported statistics are included in the Annual Safety Report.

For more information about the Jeanne Clery Act, visit the Security on Campus, Inc. at <http://clerycenter.org>. To review the OSU-OKC Campus Safety Report, visit <https://osuokc.edu/security>.

## DRUGS AND ALCOHOL

OSU-Oklahoma City does not tolerate illicit drug use and/or alcohol abuse on campus or in connection with university functions by any person regardless of age. State law regulates the possession, use and/or sale of alcoholic beverages and illegal drugs. OSU has articulated a policy on alcohol and drug use on campus. This and other related policies are in the Oklahoma State University-Oklahoma City Student Code of Conduct available in the Office of Student Life or on the website at <https://osuokc.edu/studentconduct/code>.

## WEAPONS, FIREARMS, AMMUNITION, FIREWORKS, EXPLOSIVES AND DANGEROUS CHEMICALS

The possession of weapons on campus is regulated by state law; all weapons are prohibited on any college or university campus by state law. This is

to include, but not limited to, the possession or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on campus, in OSU-Oklahoma City vehicles, or on OSU-Oklahoma City sponsored trips.

Exceptions to this policy are police and peace officers employed by OSU-Oklahoma City and those who have been called to assist or to perform law enforcement duties on campus as well as police and peace officers in their official on-duty capacities and in the performance of their duties. Collegiate Officer Program students during supervised skills training are exempt.

Persons who are licensed to carry concealed handguns pursuant to the Oklahoma Self Defense Act are authorized by that Act to enter the grounds of OSU-Oklahoma City with such handguns only if the handguns are concealed and stored in the licensee’s motor vehicle at all times. No handgun may be removed from such concealed storage while the vehicle is on OSU-Oklahoma City property.

## AUTHORITY

The OSU-Oklahoma City Office of Safety and Security derives its authority from Oklahoma state statutes. As established by these statutes, the Board of Regents for the Oklahoma State University/A & M Colleges and the Director of the OSU-Oklahoma City Security Office shall specify duties, appoint officers, designate uniforms and fix compensation for the OSU-Oklahoma City Office of Safety and Security.

The primary mission of officers serving in the OSU-Oklahoma City Office of Safety and Security shall be the protection of persons and property on the campus of OSU-Oklahoma City. Attention shall be directed toward the prevention of unlawful or otherwise improper conduct and trespassing on university property. As defined by statute, “campus” shall include all real property, buildings and improvements within the State of Oklahoma that are owned, leased or rented by OSU-Oklahoma City.

Officers are authorized to issue summons to, or to make arrests and take into custody, persons guilty of unlawful conduct or trespassing. OSU-Oklahoma City Security officers shall have jurisdiction over all parts and aspects of the OSU-Oklahoma City campus and any other area as authorized by law pursuant to an agreement or agreements as authorized by the Oklahoma Campus Security Act.

OSU-Oklahoma City Security officers will call the appropriate law enforcement agency for crimes committed on campus, at their discretion. It is at the discretion of campus Security to call the Oklahoma City Police Department to report thefts on campus, as the school is self-insured.

## ARREST AUTHORITY OF SECURITY PERSONNEL

The OSU-Oklahoma City security officers have the arrest powers of a private citizen.

### 2 O.S. § 202. ARREST BY PRIVATE PERSON

1. A private person may arrest another: for a public offense committed or attempted in his presence.
2. when the person arrested has committed a felony although not in his presence.
3. when a felony has been committed, and he has reasonable cause for believing the person arrested to have committed it.