

# Safety & Security

The OSU-Oklahoma City Office of Campus Security provides campus Security 24 hours a day, seven days a week. Campus Security continually patrols parking lots, buildings and grounds. As a precaution, cars, offices, classrooms, 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. All information in this section is available on the Safety and Security Webpage: <http://www.osuokc.edu/security/>

## 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.

## Emergencies

In case of an emergency on campus, contact Campus Security by dialing 945-9111. Security officers will determine if outside agencies such as fire, police, paramedics, etc. are required. For more specific information, see Medical and Health Emergencies below.

## Keys

The division head or division secretary will obtain keys necessary to carry out teaching assignments. You will be required to fill out a key agreement form. Upon separation of employment, all keys, along with a separation checklist are to be turned in to Safety and Security. Reports of lost or found keys should be made immediately to the division office and can be replaced upon request. Duplication of any campus keys is strictly illegal.

## Requisition of School Vehicle

Employees may reserve a school vehicle online. On the OSU-Oklahoma City website, select faculty & staff, then vehicle request. View the calendar for availability. Submit the online request form if a vehicle is available. Confirmation will be received within 24 hours. Keys to the vehicles are picked up at the Office of Safety and Security just before departure. If you are leaving prior to 8:00 a.m., you must arrange with security in advance to pick up the keys. The person requesting the vehicle will be responsible for the return of the keys and credit card on time. Keys and credit cards should be turned in as soon as the vehicle is back on campus. If you return to campus after hours, turn the keys in to the security officer on duty. Vehicles cannot be kept overnight at an employee's residence.

A University Fleet credit card with instructions will be provided with vehicle keys. If the gas gauge is full, it must be filled up before returning the vehicle.

No tobacco use in school vehicles. The State of Oklahoma policy does not allow texting while driving state vehicles. Remove trash from vehicles (pop cans, candy wrappers, etc.). If you notice strange noises, vibrations or other signs of trouble, please report those problems on the vehicle maintenance card provided with the keys.

## **Communication of Emergency Messages**

Procedures have been established to communicate emergency messages throughout the campus. The following technology is used in emergencies:

### **Cisco Voice-Over IP Phones**

Offices and classrooms are equipped with voice-over phones. In case of an emergency, a message over the phones will provide instructions. If an individual is using their handset, the message will override the call and be heard. The message will be broadcast over the speaker system of phones in the classrooms.

### **OKEY Emergency Messaging Through Cowboy Alert System**

Students, faculty and staff are prompted through OKEY to set up emergency phone numbers for voice and text. There is an option to opt out. Those who choose to provide contact information can be notified through the Cowboy Alert System.

### **Website and Social Media**

The website homepage is changed to reflect weather closings. Sudden emergencies (like a tornado siren sounding) will not be reflected on the homepage. The Communications Department will make every effort to post all emergency information on social media sites Facebook and Twitter. Mobile technology makes this a quick and convenient way to pass along information. Faculty, staff, and students are encouraged to join via these social media outlets: [www.facebook.com/osuokc](http://www.facebook.com/osuokc) and [www.twitter.com/osuokc](http://www.twitter.com/osuokc).

A calling tree is in place in order to facilitate emergency communication throughout the expansive campus area and many buildings. The combined methods of communication work to increase the likelihood of reaching all individuals.

Additional and up to date information about the Emergency Notification System may be obtained at <https://osuokc.edu/security/notification> .

### **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.

## Identification Cards

OSU-Oklahoma City identification cards are issued at the information desk in the Student Center, first floor, during business hours Monday through Friday. These are required for access to Business Services, Library, computer labs, and Wellness Center, as well as many other departments on campus. They are also used by Security for identification after hours and/or on weekends as authorization for your presence on campus. Students, as well as employees, are encouraged to obtain an ID Card.

## 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 with state-of-the-art technology. Thus, the Office of Safety and Security 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, at (405) 945-9111. Security does not investigate auto accidents, but can provide a statement to submit to an insurance company. Security personnel will complete an incident report, which is placed on file. Security is responsible for contacting city police to investigate the incident when so requested. A complainant/witness statement form may be found at

[https://osuokc.edu/sites/default/files/documents/security/Complainant\\_Witness\\_Statement.pdf](https://osuokc.edu/sites/default/files/documents/security/Complainant_Witness_Statement.pdf)

### 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. In case of an injury on campus, please fill out the accident/injury form in its entirety and return it to Security immediately:

[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)

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 the Vice President of Operations 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 Operations for OSU-Oklahoma City.

If there are any questions about this policy, please contact the Vice President of Operations.

### **Medical and Health Emergencies**

1. Faculty or staff should call Security at extension 111. ***Do not call the Nurse Science or EMT departments.*** In emergencies with immediate danger or an unconscious person, call 911. Security will be notified by the phone system anytime 911 is dialed.
2. When you call Security (extension 111):
  - A. Give the security officer the exact location of the emergency, including building and room number.
  - B. Describe the emergency (such as seizure, accident, chest pain, etc.)
3. Assist 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.
4. General first aid guidelines
  - A. Do not attempt to move the victim.
5. 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 111) IMMEDIATELY. Do not attempt to administer aid unless you are trained to do so.
6. 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 participate in workshops, conventions, conferences, etc., off campus at various locations with advisors present. 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. Please complete an [Event Permit Application](#) available on the Security homepage for any campus activity. Events that involve outside events including tents, outdoor play equipment, food trucks or other food safety must be planned in advance to ensure utility identification and coordination planning. Contact the Office of Safety and Security, (405) 945-3253, early in the planning process of campus events.

### **Inclement Weather, Class Cancellation, and 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 on the stations listed below. In addition, the OSU-Oklahoma City website ([www.osuokc.edu](http://www.osuokc.edu)) and social media sites will detail whether the campus is closed, classes are cancelled, or classes are delayed. A decision to close the campus includes offices across the campus. If only classes are cancelled, campus offices remain open.

#### **Television**

1. KFOR channel 4
2. KOCO channel 5
3. KWTW channel 9
4. KOKH channel 25

#### **Radio**

1. KTOK 1000 (AM)
2. KOMA 1520 (AM)
3. KOMA 92.5 (FM)
4. KTUZ 106.7 (FM)

Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

### **Safety and Maintenance**

Security is taken into consideration when any new construction or remodeling projects are undertaken on campus.

### **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.

## **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. The officers report maintenance and lighting problems to facilities operations. Depending on the criticality, repairs may be accomplished on a 24-hour basis.

## **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 Operations.

## **Lost and Found**

All lost and found items are taken 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 University’s governing board, has appointed necessary officers for the purpose of protecting personnel and property at OSU-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.

Any student, eligible faculty, adjunct or staff member of the University who operates a motor vehicle on the campus is required to obtain a University hangtag and display it on his/her vehicle mirror before parking the vehicle on University property. Student registration hangtags are issued by Business Services, located on the second floor of the Administration Building. The annual parking fee is \$15 and additional hangtags may be purchased for \$1.

Copies of the OSU-Oklahoma City Parking and Traffic Regulations are available at Business Services, or in the Office of Safety and Security, Business Technologies Building, Room 100. Employees may obtain their hangtags from the Human Resources Office. The parking and traffic regulations that outline the parking policy are available by visiting <https://osuokc.edu/security/parking> .

### **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, obtain a traffic violation petition from the Office of Safety and Security. Fill out the requested information completely, attach the ticket in question, and return the petition to the Office of Safety and Security. You will be notified by mail of the final decision.

### **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. The U.S. Department of Education enforces this law.

The "Clery Act" is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986. For more information about the Jeanne Clery Act, visit the Clery Center for Security on Campus Website at: <http://www.clerycenter.org>.

### **Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals**

State law regulates the possession of weapons on campus; 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. 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. 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.

### **Authority of Security Personnel**

The OSU-Oklahoma City Security officers have the arrest powers of a private citizen. 22 O.S. § 202. Arrest by Private Person. A private person may arrest another:

1. 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.

### **Crime Information at OSU-Oklahoma City**

Reported crime statistics are those that occurred within the jurisdictional boundaries of campus. They include Oklahoma City Police jurisdiction on city streets or public property immediately adjacent to the campus and may include Oklahoma County property.