



# CONNORS

— STATE COLLEGE —

Building Futures One At A Time Since 1908

## 2014 Annual Security and Fire Safety Report

For

### Connors State College

**“In compliance with the Jeanne Clery Disclosure of Campus Security**

# Policy and Campus Crime Statistics Act”

Connors State College is required to distribute the following information to all current and potential students and employees. Please take a moment to read the following information. This information is also available on the Connors State College web site: <http://connorsstate.edu/security/crime-statistics/>

## CONNORS STATE COLLEGE ANNUAL CRIME REPORT AND ANNUAL FIRE SAFETY REPORT

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## INTRODUCTION

### A Message from the Chief

*Welcome to Connors State College!*

As an organization, the CSC Police Department commits to working continually to earn the confidence of the students, faculty, staff and visitors of CSC. A confidence that will not be taken for granted. The department fulfills this commitment by providing the best and most professional services possible, and by striving to build a culture of trust, and open and honest dialogue, with the community it serves and among the people it employs.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act is the landmark federal law that requires colleges and universities across the country to disclose information about crime on campus and around their campuses. The “Clery Act” is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery who was sexually assaulted and murdered while asleep in her residence hall room in April 1986. For more information on the Clery Act visit the [US Department of Education](http://www2.ed.gov/admins/lead/safety/campus.html) at <http://www2.ed.gov/admins/lead/safety/campus.html>

The CSC Police Department prepares this report to comply with the Clery Act. This report is prepared in cooperation with local law enforcement agencies in the area, Housing and Student Development, additional security authorities and other departments which may have information necessary to comply with the Clery Act. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrests and referral statistics include those reported to the Campus Police, designated campus officials (including but not limited to campus security authorities), and local law enforcement agencies. Crime statistics are collected from public property immediately adjacent to campus and all off campus locations either owned or controlled by the college. Copies of this report may be obtained at the following locations:

Connors Warner Campus-----700 College Rd. Warner, OK 74469  
Connors West Campus----2404 West Shawnee Ave. Muskogee, OK 74401  
Connors Port Campus-----2501 N. 41st Street East Muskogee, OK 74403

The 2014 Annual Security Report is published to provide information about programs, services and statistical information in compliance with the Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act. If you have any questions, or need additional information please contact the CSC Police Department at 918-463-6375.

Respectfully,  
James Mendenhall  
Chief of Police

## **NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT**

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act, now cited as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and herein identified as the “Clery Report,” requires institutions of higher education to annually prepare and publish a report concerning campus crime statistics and security policies. The report is distributed through appropriate publications, mailings, or computer networks to all current students and employees, as well as to all prospective students and employees upon request. The report contains annual specific campus crime and arrest statistics and campus policies and practices intended to promote crime awareness, campus safety and security. This report is prepared by the Connors State College Police Department.

Copies of this report may be obtained by visiting the Connors State College Police Department.

A copy of this Report can also be obtained in person by contacting the Connors State College Chief of Police at:

James Mendenhall/Chief of Police  
700 College Rd., Warner, OK 74469  
1-918-463-6375  
Fax: 1-918-463-6366  
[james.mendenhall@connorsstate.edu](mailto:james.mendenhall@connorsstate.edu)

## **CAMPUS SECURITY AUTHORITIES**

The U.S. Department of Education defines campus security authorities as:

- A campus police department or a campus security department of an institution.

- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

## **DESIGNATED CAMPUS SECURITY AUTHORITIES**

The following individuals are designated campus security authorities:

Director of Public Safety  
 All Sworn Police Officers  
 All Communication Officers  
 Director of Athletic Programs  
 Head Coaches for Athletic Teams  
 Assistant Coaches for Athletic Teams  
 Chief Facility Office  
 Manager of International Students and Scholars  
 Coordinator of Leadership Development  
 Advisors of Sports Clubs  
 Career Services  
 Residential Life  
 Residence Assistants

Health Services and Wellness Center  
 Campus Life Administration  
 Counseling Services



Student Disability Services  
College Conduct Officers  
Advisors for Student Groups (who are also  
affiliated with the college)  
Directors of Physical Plant Services  
Managers of Physical Plant Services  
Academic Advisors  
Vice President for Student Affairs  
Coordinator for Special Events

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. A professional counselor is defined as “An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

## **CAMPUS POLICE DEPARTMENT**

The Connors State College Police Department is responsible for law enforcement, security and emergency response on campus. Investigations may lead to the arrest of suspects, recovery of lost/stolen property and clearance of suspects of any wrong action, or recommendation and action to improve the safety of the college community.

The CSC Police Department is linked to city, county, state and federal criminal justice agencies. This relationship provides access to criminal records, wanted persons, stolen property and vehicle information. All crimes reported to the Connors State College Police Department are investigated and are referred for prosecution through the offices of the County Attorney and District Attorney when appropriate. Criminal matters involving students may also be referred to the college administration for disciplinary action.

Connors State College Police Officers are certified by the Oklahoma Law Enforcement Education and Training Standards (C.L.E.E.T.) and meet the established training Requirements of the State of Oklahoma.

All college peace officers operate under the authority of Title 74 Section 360.18, are armed with firearms and have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus, areas immediately adjacent to the campus, and all property that is owned, leased, rented or otherwise under the control of CSC.

### **Security Officers**

Campus Security officers are responsible for crime reports, emergencies, traffic, and enforcement of laws regulating under-age drinking, the use of controlled substances, weapons, and other incidents which require police assistance. Security officers have a responsibility to remove alcohol from campus at any time and report it to the proper authority.

In the event a crime is reported on campus, the Campus Security responds immediately. All reported crimes are investigated. Follow-up investigations are conducted by CSC Police Department as necessary.

### **WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES**

The CSC Police Department maintains a highly professional working relationship with the Warner Police Department, Muskogee County Sheriff's Office, Oklahoma Department of Public Safety and the Federal Bureau of Investigation.

These working relationships are maintained through periodic communications among agency administrators and frequent contacts between line officers and investigators cooperating on specific cases. All crime victims and witnesses are encouraged to immediately report the crime to the College Police or the appropriate police agency. In the event Connors State College needs additional information regarding crime statistics from an outside law enforcement agency, requests will be sent in the form of a letter by certified mail.

## **TIMELY WARNING POLICY**

To help prevent crimes or serious incidents, the Connors State College Police Department, in conjunction with other departments on campus, issue timely warnings to notify Connors State College community members about crimes or other serious incidents in and around the community. If a situation arises that, in the judgment of the Connors State College Chief of Police or designated official, constitutes an ongoing or continuing threat, a campus-wide warning will be issued. The warnings will be issued through the **CSC Emergency Notification System (SMS)**, CSC email system, announcement, or posted fliers. Members of the community who know of a crime are encouraged to report the incident as soon as possible to college administrators so that the appropriate type of alert can be issued, if warranted. If the situation is of a general risk (no physical harm is involved) and only affects a certain area of the campus a “Zoned Warning” will be implemented which will consist of posters or fliers within the affected area. Anyone with information warranting a timely warning should report the circumstances to the CSC Police Department at 918-463-6375 or in person at any CSC Campus Administration office.

The purpose of timely warnings is to provide the Connors State College community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to

Connors State College Police Department  
700 College Rd., Warner, OK 74435.  
918-463-6375

## **DAILY CRIME LOG**

A daily crime log is available for review 24 hours a day at College State College Police Department 700 College Rd., Warner, OK 74469. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location and disposition of each crime. It does not include names of the parties involved.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES STATEMENT**

Connors State College has implemented a comprehensive notification system, to provide prompt warning notifications and alerts of emergencies or threats to the campus community using a variety of methods including but not limited to: email notices; phone, cellular phone, text messages, emergency siren system, posters, college website notices, and other methods.

The College President, Departmental Supervisors, Chief of Campus Police, or police designee will notify the campus community of emergencies or crimes that have occurred and necessitate caution, evacuation, or other action on the part of students, employees, and campus visitors. The campus community will be “immediately” notified upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus unless the notification will compromise efforts to:

- Assist a victim,
- Contain the emergency,
- Respond to the emergency,
- Otherwise mitigate the emergency.

### **Who will be notified?**

Given the size of our campuses, every member of the campus community will receive notifications when they are warranted, regardless of the location of the incident. While an incident may be contained within a specific segment of the campus, we feel notifying everyone enables everyone the opportunity to make appropriate decisions to protect their individual decisions. In the event a notification is necessary, the CSC Police Department, with input from the Emergency Operations Team will determine the content of the notification. At a minimum, each notification will describe the nature of the emergency, and steps the campus community should take to protect themselves.

An **Emergency Notification** is triggered by an event that is currently occurring on or imminently threatening the campus.

In the event of an actual emergency, the CSC Police Department will respond utilizing the “Emergency Notification System”. This system will provide prompt warning notifications and alerts of emergencies or threats to the campus community using a variety of methods including but not limited to: email notices; land-line phone, cellular phone, and text messages. In addition, the CSC Emergency Operations Team will also employ the campus posters, college website notices, and other methods of notification.

**Confirmation of Emergency:**

The CSC Police, and when applicable members of the CSC Emergency Operations Team, will confirm the weather-related emergency situations by monitoring weather information put out by local and national organizations, and/or through witnessing weather emergency first-hand (i.e. a tornado has been spotted). For other emergencies such as fire and imminent criminal threats, the College will assume any report made directly to the campus police department or any local law enforcement agency to be credible and will act under the assumption that the reports are accurate.

**Disseminating Information to the Larger Community:**

Members of the larger community who are interested in receiving information about emergencies on campus should sign up for the emergency text message system, and monitor local television news reports.

**Procedures for Testing Emergency Response and Evacuation:**

The CSC Emergency Operations Team is responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts several emergency response exercises each year, such as table top exercises, field exercises and tests of the emergency notification systems on campus.

In the event of a major incident, the CSC Police Department officers and their supervisors have received training in the National Incident Management System (NIMS), Incident Command System for responding to critical incidents on campus. First responders to the campus are usually the CSC Police, Warner Police Department, Muskogee County Sheriff’s Office, and Warner Fire and Emergency Medical Services. Depending on the severity and nature of the

incident, other state and federal agencies could be involved. The specific organizational structure established for any given incident would be based upon the management needs of the incident. If one individual can simultaneously manage all major functional areas, no further organizational expansion is required. If one or more of the incident areas requires independent management, an individual is named to be responsible for that area.

An evacuation drill is coordinated by the CSC Police Department, the IT Department, members of the Emergency Operations Team, and the Director of Student Housing. Drills are performed each fall and spring semesters, for all residential facilities at the Connors State Warner campus. Thus, the emergency evacuation procedures are tested at least twice each year.

Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. CSC does not tell residents in advance about the designated long-term evacuations because those decisions are affected by the time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, CSC Police, Student Housing and CSC staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of the drills is to prepare building occupants for an organized evacuation in case of an emergency. At CSC, evacuation drills are used as a way to educate and train occupants on issues specific to their facility. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of the emergency system components and to document the results. Any deficient procedures or equipment is noted, so that appropriate solutions and repairs can be performed. Students receive emergency information and procedures during their drill meetings.

Members of the college **Emergency Operations Team** include:

CSC Police Department-----Ext.6375  
President of the College-----Ext.6214

Vice President of Academic and Student Affairs-----Ext.6328  
Information Technology Department-----Ext.6323  
Public Relations-----Ext.6371

In an emergency situation time is of the essence. Report all emergencies to the CSC Police at 918-463-6375.

### **Evacuation Steps**

**Students, faculty and staff should follow the below steps when evacuating buildings:**

1. Evacuate when prompted by continually sounding fire alarms or by an official announcement.
2. Be aware of and make use of designated primary and alternate evacuation routes.
3. Close classroom or office doors as you leave.
4. Leave the building in an orderly manner without rushing or crowding, do not use the elevator.
5. Provide aid to those who need it in an emergency evacuation situation.
6. Be aware of and follow instructions given by CSC Police and other officials. You may be asked to proceed on foot to designated areas or evacuate the campus entirely.
  - a. Always evacuate crosswind and/or upwind away from any emergency by a safe route.
  - b. Evacuate to at least 300 feet from the building and out of the way of emergency vehicles.
7. Report to emergency responders any individuals who have been injured or left behind.
8. Do not re-enter the building until all-clear is given by official announcement.

### **What is an evacuation emergency?**

In most cases, evacuations apply only to the buildings that are immediately affected. In some cases, such as local terrorism, flooding or earthquake, the evacuation could apply to the entire campus. Some potential causes for emergency evacuations may include but are not limited to: a major fire or explosion, hazardous materials release, chemical/biological/radiological spill, structural failure, asbestos release, bomb threat, weapons, or an aircraft collision with a building.

### **Severe or Inclement Weather Procedures**

Students, faculty and staff should follow the below procedures in the event of a severe or inclement weather warning:

1. Seek shelter immediately in designated areas.
2. If you're inside a building...
  - A. Go to the lowest level of the building, if possible.
  - b. Stay away from windows.



- B. Go to an interior hallway.
  - C. Use arms to protect head and neck in a “drop and tuck” position.
3. If there is no time to get inside...
- A. Lie in a ditch or low-lying area or crouch near a strong building. b. Be aware of potential for flooding.
  - B. Use arms to protect head and neck in a “drop and tuck” position.
  - C. Use jacket, cap, backpack or any similar items, if available, to protect face and eyes.

### **Seeking Shelter: Tornadoes and Hazardous Material Releases**

#### **Tornado Procedures...**

In the event of a tornado watch or warning, students, faculty and staff should take the following steps: If a tornado is sighted near the college

1. Dial 911 from a campus phone or 918-463-6375 to report tornado sighting to the CSC Police.
2. Seek a safe shelter inside a building, in a ditch or beside an embankment.

If a tornado is imminent and near you...

1. Use interior hallways away from building’s exterior windows as a tornado shelter.
  - A. Close all doors to rooms with exterior windows.
  - B. Avoid all windows and other glassed areas.
  - C. Avoid the most dangerous locations of a building, usually along south and west sides and at corners.
2. Protect yourself by going into a “drop and tuck” position.

### **Hazardous Material Procedures**

Students, faculty and staff should observe the following steps in the event of a hazardous material release on campus:

1. You will receive a shelter-in-place announcement.
2. Immediately move indoors.
3. Close all windows and doors to shelter and seal as best you can, using towels, clothes or paper.
4. If there appears to be air contamination within the shelter, place a paper mask, wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection.
5. Continue to follow the instructions given by the response authorities.

### **When else is it important to seek shelter?**

The procedures described above for tornados and hazardous material releases are known as “**shelter-in-place**” procedures.

Sheltering-in-place is the use of any classroom, office or building for the purpose of providing temporary shelter. Shelter-in-place procedures are internationally recognized as standard practices of providing shelter for any of the following reasons: a chemical truck overturning, tornado, chemical train derailment, chemical facility accident, pipeline rupture, terrorist attack, release of biological agents, release of chemical agents, drilling accident, hazardous materials release, or radiological release.

### **NOTIFICATION TO COLEGE COMMUNITY ABOUT AN IMMEDIATE THREAT**

If the Connors State College Police Department Chief of Police confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Connors State College community, the Connors State College Police and/or Connors State College Campus Life will utilize some or all of the systems described under the Timely Warning Policy (located at pages 7,8) to communicate the threat to the Connors State College community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. The Connors State College Police Department without delay – and taking into account the safety of the community – determines the content of the notification and initiates the notification system unless issuing a notification will, in the judgment of the responsible authorities (including Connors State College), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The CSC Emergency Operations Team is responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts several emergency response exercises each year, such as table top exercises, field exercises and tests of the emergency notification systems on campus.

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Sheriff's Office and Warner Fire and Emergency Medical Services. Depending on the severity and nature of the incident, other state and federal agencies could be involved. The specific organizational structure established for any given incident would be based upon the management needs of the incident. If one individual can simultaneously manage all major functional areas, no further organizational expansion is required. If one or more of the incident areas requires independent management, an individual is named to be responsible for that area.

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CSC Police Department-----Ext.6375  
President of the College-----Ext.6214  
Vice President of Academic and Student Affairs-----Ext.6328  
Information Technology Department-----Ext.6223  
Public Relations-----Ext.6371

In an emergency situation time is of the essence. Report all emergencies to the CSC Police at 918-463-6375.

## **MEDICAL EMERGENCIES**

Steps to take in a medical emergency:

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.
3. Call 911. Tell them your name, your exact location and a brief description of the problem. Do not hang up until told to do so.
4. Meet emergency personnel to guide them to the patient.
5. Student Health Services are provided on Wednesdays from 1:00pm-6:30pm by the Health and Wellness Center 700 College Rd., Warner, OK 74469. (918)463-6239.

## **CRIME PREVENTION**

Every semester the Connors State College Police Department promotes crime prevention and safety awareness programs through the distribution of materials, posters and presentations geared towards familiarizing students, faculty and staff with their responsibility in reducing crime and practicing personal safety at CSC. Some of the notable efforts are:

- Safe Walk – Public Service Officers are available to escort people across campus and patrol campus parking lots and around facilities.
- Emergency 911 dialing
- 24-hour preventive patrols
- Campus foot patrol by uniformed officers
- Burglar alarms in key areas
- Custodial staff occupies academic and office buildings after hours and provide information to CSC Police and Security about suspicious activity or persons in or around the buildings.
- Crime prevention seminars and presentations conducted each semester with staff and student groups.
- Crime prevention pamphlets provided to students and employees.
- Some parking lots and building areas monitored by surveillance cameras.
- Lighting surveys.
- Beginning with the fall 2014 semester all students are required to complete a 45 minute, online, interactive training that addresses the prevention of sexual misconduct and effective bystander intervention techniques to help combat sexual misconduct in the CSC community. Failure to complete the training will result in students being unable to enroll in classes in subsequent semesters. Faculty and staff are required to complete a similar training as well.

In addition to preventing crime, considerable effort is devoted to crime intervention. All reported crimes are investigated immediately. Follow-up investigations occur to identify the offenders. Where multiple incidents occur, surveillance techniques may be implemented to help apprehend violators. When caught, offenders are dealt with through the Muskogee County court system and CSC Student Conduct Office, when appropriate. The Public Safety Department encourages the accurate and prompt reporting of criminal incidents, no matter how insignificant or small. Victims are encouraged to assist in police investigation and subsequent filing of charges. Through these measures, CSC will become a safer community.

**Operation Identification** is a crime prevention project to protect your possessions from theft.

1. Obtain Operation Identification materials from the OSU Police.

2. Itemize your possessions on a file card. Record the descriptions and serial numbers of valuables.
3. Retain file cards in a safe location in the event the information is needed.
4. The CSC Police has available an electric engraver that you may use to engrave your license number or other identifying marks on your valuables.
5. Refrain from using social security numbers due to increased incidents of identity theft.

**NOTE:** Cell phones, computers, iPods, computer game systems, bicycles, cash, and jewelry are items particularly susceptible to theft

## **PERSONAL SAFETY**

The following precautions provide guidance.

### *General Precautions and Crime Prevention Tips:*

1. Program the Connors State College Police Department's phone number into your cell phone. Report any suspicious activity to the Connors State College Police Department immediately.
2. Never take personal safety for granted. Always be aware of your surroundings.
3. Try to avoid walking alone at night. Request an escort from the Connors State College Police Department by calling (918)463-6375.
4. Limit your alcohol consumption and leave social functions that get too loud or too crowded, or that have too many people drinking excessively. Remember to call the Connors State College Police Department or the Warner Police Department for help at the first sign of trouble.

5. Use lighted walkways and thoroughfares, even if it means going out of your way.
6. Carry only small amounts of cash and keep purses, backpacks and money belts close to the body.
7. Do not struggle if someone attempts to take your property.
8. Never leave valuables (wallets, purses, books, calculators, laptops, etc.) unattended.
9. Carry your keys at all times and do not lend them to anyone.
10. Lock up bicycles and motorcycles. Lock doors and close windows when leaving your car.
11. Remember to lock the doors at your residence. Be certain that your door is locked to your residence when you go to sleep, and keep windows closed and locked when you are not at home.
12. Do not leave valuables in your car, especially if they can be easily noticed.
13. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
14. Inventory your personal property and insure it appropriately with personal insurance coverage.

*At home, in an apartment building, or in a residence hall:*

1. Keep your room door locked when you are sleeping.
2. Never let unauthorized persons come into your room, enter residence halls, or enter apartment security doors. Always ask to see proper identification.
3. Never prop open inside or outside doors.

4. Do not hide keys outside your room or apartment. Do not put your name or address on your key rings.
5. Avoid working or studying alone in a campus building.
6. Never dress in front of a window. Close blinds or curtains after dark.
7. If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and call the police.
8. Any suspicious activity should be reported to the Connors State College Police Department immediately.

*When driving:*

1. Park your vehicle in a well-lit and populated area.
2. Have your car keys in your hand when approaching your vehicle so you can enter quickly.
3. Scan the area before getting into your vehicle and always check underneath your car upon approach and in the rear seat for intruders before entering the automobile.
4. Lock your doors and keep windows rolled up whenever possible.
5. Drive on well-traveled and well-lit streets.
6. Never hitchhike, and never pick up hitchhikers.
7. If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.



8. If your vehicle breaks down, ask any person who stops to help to call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to provide the other driver an opportunity to commit a criminal act.
9. Leave enough room between your car and the one ahead so you can drive around it if necessary.
10. Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
11. Limit distractions such as cellphones.

### *While walking or jogging*

1. Avoid walking or jogging alone, and try not to walk or jog after dark.
2. Avoid dark or vacant areas. Walk along well-lit routes.
3. Be alert to your surroundings. If you suspect you are being followed: Run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area, a group of people, or an emergency phone.

### **ESCORT SERVICE**

On-campus safety escorts are available. Per request, the on-duty officer will provide a safety escort by contacting 918-463-6375.

## **NATURAL DISASTERS**

The following information is a guideline to aid you in determining what action you should take in severe weather.

*Tornado WATCH:* Conditions are such that storms capable of producing a tornado may develop.

*Tornado WARNING:* Either a tornado has been sighted or it is highly probable that one will develop. A warning will be signaled by the storm warning sirens.

Severe weather warnings will be made via storm sirens from the Cities of Warner and Muskogee.

*Tornado Precautions:*

1. If you are in the warning area, seek shelter immediately.

### **Shelter Locations:**

#### **Warner Campus**

McClarren Hall - Basement

Russell Hall - Basement

Classroom Building - Basement

Faculty Housing - Storm Cellar

Millers Crossing Clubhouse - Restrooms

#### **Muskogee West Campus**

Synar Building - Stairwells

Administrative Building - Restrooms

CSC Main Building- Restrooms

**Muskogee Three Rivers Port Campus**

Rooms: 6, 12, 15, 20, 21, 22.

**Muskogee Allied Health Port Campus**

Rooms: W152, W154

2. If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection, but be alert for flash floods.
3. Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.
4. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
5. Do not attempt to turn utilities on or off.
6. Report injuries and damage to the Connors State College Police Department at (918)463-6375. After the all clear, leave badly damaged buildings and do not attempt to return unless directed to do so by emergency personnel.

**SEX OFFENDER REGISTRY**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained.

Oklahoma law (Title 57, Sections 583-584) requires anyone required to register as a sex offender do so with both their local law enforcement (municipal or county) agency at their residence and also with the police or security

department of any institution of higher education at which they are enrolled as a student (full-time or part-time), are an employee (full-time or part-time) or reside (or intend to reside or stay) on any property owned or controlled by the institution of higher education.

Information on any sex offender who works for, attends, or lives on property owned by Connors State College can be found at [the Connors State College Police Department 700 College Rd., Warner, OK 74469.

CSC Police Department-----	(918)463-6375
Warner Police Department-----	(918)463-3911
Muskogee County Sheriff's Office -----	(918)687-0202
Muskogee Police Department -----	(918)683-8000
Oklahoma Department of Corrections-----	(405)425-2500

## **CRIME REPORTING**

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to the Connors State College Police Department or other appropriate police agencies. To report a crime, the victim, if he or she elects to, or witness needs only to call the police and a police officer will meet them to gather information. An official report will be made with copies available to the victim after a completed investigation. Each month, the number of incidents in each category of crime are counted and reported to the Oklahoma State Bureau of Investigation, which in turn provides the information to the Federal Bureau of Investigation.

Each year, the FBI publishes a book of crime statistics, "Crime in the United States," which includes accurate accounting of the criminal incidents that occurred on the Connors State College campus.

To report a crime in progress, dial 911, or dial extension 6375 from a campus phone or call (918)463-6375 when off campus or using a cell phone.

## **CONFIDENTIAL CRIME REPORTING**

Confidential reporting of crimes is allowed at Connors State College. If, for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it by submitting the Anonymous Crime Tips form on the Connors State College Website or by calling any of the following numbers:

CSC Police Department.....	(918)463-6375
Coordinator of Residential Life.....	(918)463-6296
Vice-President of Academic and Student Affairs.....	(918)463-6328
Director of Campus Life.....	(918)463-6351

## **CRIMES DISCLOSED TO A PASTORAL OR MENTAL HEALTH COUNSELOR**

To be exempt from disclosing reported offenses to appropriate Connors State College officials, a pastoral or mental health counselor must be acting in their role as a pastoral or professional counselor. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled. When speaking to a victim or witness to a crime, counselors are encouraged to inform the individual to report the crime to the police.

A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A mental health counselor is a person whose official responsibility includes providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition also applies to professional counselors who are not employees of the institution but are under contract to provide counseling to the institution.

Note that the pastoral counselor or mental health counselor must report the crime to Connors State College police for purposes of including the incident in the annual crime statistics only. Personal information will not be conveyed when making this disclosure unless the victim consents to such disclosure.

## **CRIMES IN PROGRESS**

To report a crime in progress, a person, victim or witness can dial 911, use one of the outside emergency telephones or call one of the listed police phone numbers provided on page 38. Any reporting method will stimulate the response of police, fire, ambulance or other first responders. In addition, the victim of a serious crime can request support personnel, such as ministers and rape crisis or domestic violence counselors, during or after reporting the incident.

Additionally, crime victims may be eligible for funds through victims' compensation laws administered by the local district attorney's office.

Prompt reporting of criminal activity to the police enables a quick response, a timely warning, and a safer campus for everyone.

If you are the victim of a crime or a witness to one, you should do the following:

1. **Call the police immediately:** Dial 911 for emergencies or call Connors State College Police Department (918)463-6375.
2. **Obtain a description:** Attempt to obtain a description of the offender(s), including gender, age, race, hair, clothing and distinguishing features. Also attempt to obtain a description and license number of any vehicle(s) involved. Note the direction of travel of any offender(s) or vehicle(s) and report these to the police.
3. **Preserve the crime scene:** Do not touch any items involved in the incident. Close off the area of the incident, and do not allow anyone in the crime area until police arrive.

## CRIME DISCLOSURE

Connors State College policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the Connors State College Police Department and other campus officials, including College Counseling Services, Residential Life, and Student Conduct Services, and local law enforcement..

The tables on pages 34, 35 (Campus Crime Report) comply with the Clery Act.

The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus. They do not include off-campus private housing, which are within the Warner Police jurisdiction. Connors State College does report crime and arrest statistics for fraternities and sororities although they are within the jurisdictional boundaries of Warner. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Warner Police Department.

## DEFINITION OF TERMS FOR STATISTICAL CHARTS

The charts setting forth statistical data on reported crimes include the following terms.

**Campus:** Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in the direct support of, or related to, its educational purpose.

**Clery Geography:** Buildings and property that are part of the institution's campus; the institution's noncampus buildings and property; and public property within or immediately adjacent to and accessible from the campus.

**Res.:** Those buildings and parking lots designated as Residence Halls and College Apartments area.

**Other:** Any non-res area on campus.

**Non-Campus Building or Property:** Buildings or property owned or controlled by a student organization, such as a fraternity or sorority, recognized by the institution, and any building or property (other than a branch campus)

owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is used by students and is not within the same reasonable contiguous geographical area of the institution.

**Public Property:** All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street or other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution, if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

## **CRIME DEFINITIONS**

The following definitions are those used in the Uniform Crime Reporting System of the United States Department of Justice's Federal Bureau of Investigation.

**Aggravated Assault:** An unlawful attack of one person by another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.

**Arson:** Any willful or malicious attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another. Only fires determined to have been willfully or maliciously set are classified as arson.

**Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with the intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Criminal Homicide:** The willful (negligent or non-negligent) killing of one human being by another.

**Dating Violence:** Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on the



reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

**Domestic Violence:** Domestic violence is a felony or misdemeanor crime of violence committed by a:

- current or former spouse or intimate partner of the victim,
- person with whom the victim shares a child in common,
- person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
- person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma; or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person.

**Drug Law Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Hate Crimes:** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this definition, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

**Larceny:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another without use of force or violence. It includes shoplifting, picking pockets, purse snatching, thefts from motor vehicles including parts and accessories, bicycle and computer thefts.

**Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle by someone other than the registered owner.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sex offenses:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

**Sexual assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape, defined as follows:

- **Rape** means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** means non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** means non-forcible sexual intercourse with a person who is under the statutory age of consent (age 16).

**Stalking:** Stalking refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned. Connors State College policy prohibits deadly weapons on campus with limited exceptions. Firearms used for shooting sports on campus may be stored at the Connors State College Police Department.

## CRIME STATISTICS

### Crimes Reported by Connors State College Police Department

Actual Crimes Reported for	Campus						Non-Campus Building or Property			Public Property			Total		
	2012		2013		2014		2012	2013	2014	2012	2013	2014	2012	2013	2014
Offense Type (includes attempts)	Res.	Other	Res.	Other	Res.	Other									
<b>Criminal Homicide</b>															
Murder/Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>															
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	2	0	0	0	0	1	0	0	0	0	0	3	0
Burglary	1	2	1	2	0	0	0	0	0	0	0	0	3	3	0
Motor Vehicle Theft	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Dating Violence</b>	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
<b>Domestic Violence</b>	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Number of Arrests/Referrals for Select Offenses

Offense Type	2012		2013		2014		2012	2013	2014	2012	2013	2014	2012	2013	2014
	Res.	Other	Res.	Other	Res.	Other									
<b>Liquor Law Violations</b>															
<b>Arrest</b>	5	0	1	0	0	0	0	0	0	0	0	0	5	1	0
<b>Referral</b>	22	0	52	0	22	0	0	0	0	0	0	0	22	52	22
<b>Drug Law Violations</b>															
<b>Arrest</b>	2	0	1	0	1	0	0	0	0	0	0	0	2	1	1
<b>Referral</b>	5	0	6	0	12	0	0	0	0	0	0	0	5	6	12
<b>Weapons Law Violations</b>															
<b>Arrest</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Referral</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## OBTAINING REPORTS

To request a copy of a report or ask other related questions, contact the Connors State College Police Department at (918)463-6375.

Requests for incident reports or traffic crash reports by persons involved generally will be processed when the investigation is completed. Connors State College faculty, staff, and students are not charged for obtaining report copies when involved in the reported incident.

The Connors State College Police Department is committed to complying with its obligations under the Freedom of Information Act (F.O.I.A.) without undue delay, but realizes that under certain circumstances the release of records may have an impact on victims, witnesses and the integrity of investigations. If an investigation is ongoing and still open, a request for any related Connors State College Police Department report may be denied and information of a personal nature will be withheld or redacted where the public disclosure of such information would constitute an invasion of privacy.

## **OFF-CAMPUS CRIME**

If the Warner Police Department is contacted about criminal activity occurring off-campus involving a member of the Connors State College community, the Warner Police Department may notify the Connors State College Police Department. However, there is no official policy requiring such notification. Individuals in these cases may be subject to arrest by Warner Police Department and subject to Connors State College judicial proceedings through the Office of Student Conduct.

Connors State College does not have any off-campus student organizations, although the CSC Police Department does monitor off-campus sponsored events and property that is leased, rented or otherwise under the control of Connors State College.

In addition, when a CSC student is involved in an off campus offense, CSC Police officers may assist with the investigation in cooperation with local, state or federal law enforcement. CSC Police officers can and do respond to student-related incidents that occur in close proximity to campus. CSC Police officers have direct radio communications with the city police, fire department and ambulance services to facilitate rapid response in any emergency situation.

## **ACCESS TO CAMPUS FACILITIES**

The Connors State College campus is open to the public.

During business hours, Connors State College will be open to students, faculty, staff and visitors. During non-business hours access to all college facilities will be by key. CSC employees will be admitted into a building after hours, on weekends and during holidays and the authorized CSC employees must not allow non-authorized individuals to enter the building. In case of periods of extended closing, the College will admit only those with a key.

As a means of crime prevention the CSC Police may request to see a CSC Identification Card. Upon this request a CSC Identification Card must be produced. If a person does not have authorized access, the CSC Police will request the person to leave the premises. Some facilities may have varied hours of operation and in these cases the facilities will be secured according to the posted schedules.

The department with varied hours will be responsible for securing these facilities. Emergencies may necessitate changes or alterations to the building posted opening and closing schedule. The CSC apartments will be secured through a specialized key process that is issued only by the CSC Housing Office.

## **MAINTENANCE OF CAMPUS FACILITIES**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Connors State College Police officers regularly patrol and report malfunctioning lights and other unsafe physical conditions to Physical Plant

for correction. Other members of the Connors State College community are helpful when they report equipment problems to the Connors State College Police Department or Physical Plant at (918)463-6232.

## **ALCOHOL AND DRUG POLICIES**

Connors State College seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety and welfare of its students, faculty, staff and visitors. These participants are expected to know and follow the applicable laws and all Connors State College rules and regulations. Each person is responsible for his/her own behavior. The Connors State College enforces compliance with state law and alcoholic beverage laws on campus and at College-sponsored activities. As set forth in local, state, and federal laws, and the rules and regulations of the College, Connors State College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the College or as part of College activities.

## **ALCOHOL AND DRUG ABUSE EDUCATION PROGRAMS**

Connors State College provides educational information regarding alcohol and drugs and the risk associated in the Health Services Office. Educational/awareness programs are sponsored by the Student Activities Office. To learn more go to [Appendix B](#)

## **LOST AND FOUND**

The Connors State College Police Department Lost and Found is located at [700 College Rd., Warner, OK 74469. Additionally, there are lost and found areas located in other campus buildings. After a certain period of time, all buildings and officers are encouraged to forward any found items to the Connors State College Police Department to maintain a central location for persons seeking lost property.

Connors State College Police Department Lost and Found Policy:

Lost and found items are turned over to the College police department or campus official, who will make every effort to return the items to the owner. If an owner cannot be contacted, the property will be held for 60 days. After 60 days unclaimed property will be disposed of at the discretion of the Chief of Police or campus authority.

Inquiries about lost and found property can be made by calling [(918)463-6375.

## **DISCIPLINARY PROCEEDINGS**

Anyone can report any instances of sexual harassment and sexual violence, as well as other crimes or violations of the Student Code of Conduct, to Student Conduct in the Student Union or at (918)463-6351. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. A complaint can be filed by filling out an incident report or orally reporting to Student Conduct.

If either the victim or the accused are students, the incident will be addressed through the Student Conduct process once a complaint is filed.

Connors State College strongly encourages individuals to report any instance of sexual harassment and sexual violence to the police.

## **Student Conduct Process**

Connors State College is an institution of higher learning. The rules and regulations are designed to ensure optimal learning conditions for all students. The standard, or Code of Conduct, for students is seen as a foundation of behavior rather than arbitrary limits on behavior. To learn more go to [Appendix C](#).

## **SEX OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**



Connors State College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the “Definitions” section on Page 33.

Connors State College further prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined under Oklahoma law, to learn more go to [Appendix A](#).

## **Victim Information**

If you are a victim of sexual violence, you are not alone and you are in no way responsible for your assault.

## **Definition of Consent**

Effective Consent is:

- informed;
- freely and actively given;
- mutually understandable words or actions; and
- indicates a willingness to participate in mutually agreed upon sexual activity.

## **What to do if you are a Victim of Sexual Violence**

- a. If you are not safe and need immediate help, call the police. If the incident happened on campus, call the Connors State College Police Department at (918)463-6375. If the incident occurred elsewhere in Warner, call the Warner Police Department at [(918)463-3911. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.
- b. Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the W.I.S.H 24 Hr. Crisis Line at (918)682-7878 to get advice and discuss options for how to proceed.

- c. Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus conduct process.
- d. Go to the Eastar Health System in Muskogee to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. Eastar Health System in Muskogee has a SANE nurse on staff.
- e. If you call the W.I.S.H 24 Hr. Crisis Line at (918)682-7878, a sexual assault nurse examiner (SANE), a police officer and a rape volunteer advocate will be sent to the exam site.
- f. Upon arrival at Eastar Health System in Muskogee, you will be taken to a private exam area. The nurse, advocate and police officer will be directed to this same location. You will be examined to treat any injuries and to gather evidence.
- g. The rape advocate will support you throughout the entire exam, which will be performed by the nurse. The advocate will provide a packet of written materials that contains information about common reactions to rape, follow-up medical needs and support services.

## **On and Off Campus Resources**

Sexual violence can be very emotionally disruptive, and it takes time to come to terms with such a major stress. In addition to support that may be found in family and friends, the following agencies and departments can serve as resources for you.

It is important to be aware that different individuals who you may contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure the victim of confidentiality, including counselors and certified victims' advocates. In general, however, any other institution employee cannot guarantee complete confidentiality, unless specifically provided by

law. As is the case with all colleges and universities, Connors State College must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

**Victim Advocate - Confidential Reporting Option**

The Victim Advocate can confidentially provide students with information about on and off campus resources available to victims.

**Victim Advocate**

Dr. Suzanne Burks  
Oklahoma State University  
320 Student Union  
405-744-5458

**LOCAL VICTIMS' SERVICES AGENCIES  
(918)682-3374**

**Other Local Services Available To Victims- Non-Confidential Reporting Options**

**Connors State College Police Department**  
(918)463-6375

**Warner Police Department**  
(918)463-3911

**Connors State College Student Conduct Office**  
(918)463-6351

**Title IX Coordinator**  
(918)463-6206

## Medical Services

It's important to have a thorough medical examination after a sexual assault even if you do not have any apparent physical injuries. Medical providers can treat any injuries and provide tests for sexually transmitted diseases.

**Connors State College Health Services** (on-campus)  
(918)463-6239

**Eastar Medical Center** (off-campus)  
(918)682-5501

Additional information on resources as well as educational information on sexual violence prevention can be found at [CSC1Is2Many](#).

Also, refer to <http://notalone.gov> for more information and resources.

## Interim Measures

Student Conduct and the Title IX Coordinator can put in place interim measures for student victims of sexual violence as needed. A formal complaint does not need to be submitted to have interim measures put in place. Connors State College will maintain as confidential any interim measures provided as long as it does not impair the ability to provide the interim measures.

- a. **Assistance in Reporting:** Student Conduct can assist you in filing a complaint with the institution conduct process and the appropriate law enforcement agencies against the student(s) who caused harm.
- b. **No Contact Order:** Student Conduct can put in place a No Contact Order between the complainant and the respondent, which would prohibit contact between both parties through any means of communication, as well as not having others make contact on their behalf.

- c. **Emergency Protective Order:** Student Conduct can assist you in filing for an Emergency Protective Order in court with Muskogee County Clarks Office. This is a court-ordered petition that prohibits contact between the complainant and respondent.
- d. **Safety Measures:** Student Conduct can coordinate any reasonable arrangements that are necessary for your ongoing safety. This includes transportation arrangements or providing an escort.
- e. **Living Arrangements:** Student Conduct can assist in changing your on-campus living arrangements or that of the accused to ensure safety and a comfortable living situation.
- f. **Academic Arrangements:** Student Conduct can assist in adjusting your academic schedule or that of the accused as well as assist in providing access to academic support services.
- g. **Other Interim Measures:** Student Conduct can coordinate any reasonable arrangements to address the effects of the sexual violence on you, including connecting you with counseling, health care or academic support resources.

When Student Conduct becomes aware of a student who potentially could have been a victim of sexual violence, they will contact the victim in writing through Connors State College email to share these interim measures, reporting options and other resources available. This will be done no matter the location of the incident.

## Reporting

All forms of sexual violence should be reported, no matter the severity. Connors State College's primary concern is safety; therefore individuals should not be deterred in reporting even if the use of alcohol or other drugs was involved.

Connors State College encourages victims of sexual violence to talk to someone about what happened so they can receive support and so that the institution can respond appropriately. Connors State College offers both confidential reporting and non-confidential reporting options. It is important to be aware that different individuals who victims can

contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure a victim of confidentiality, including counselors and certified victims' advocates. In general, however, any other institution employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, the institution must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

Different employees on campus have different abilities to maintain a victim's request for confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- Other employees may talk to a victim in confidence, and generally report only that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger an institution investigation into an incident against the victim's wishes. This report is done through a Clery Report and does not include the victim's name or other identifying information.
- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator.

### **A. Confidential Reporting Options**

Confidential reporting options provide students with the ability to confidentially report and discuss an instance of sexual violence without their information being shared with others. Please note confidential reporting limits the institution's ability to respond to incidents.

#### ***Professional Counselors***

Professional and licensed counselors who provide mental health counseling (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission. These individuals are also not required by the Clery Act to report.

### ***Victim Advocate***

Connors State College treats the Victim Advocate as a confidential reporting option. Victims can visit with the Victim Advocate to learn about resources available on campus. The Victim Advocate is not required to report any information about an incident to the Title IX Coordinator without a victim's permission. However, the Victim Advocate will report incidents to Connors State College Police Department for the purpose of the Clery Act. Additionally, the Victim Advocate will report quarterly to the Board of Regents on trends of incidents.

### **College Health Providers**

College Health Services providers are confidential reporting options. They are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. However, they will report incidents without any identifiable information to Connors State College Police for the purpose of the Clery Act.

While these professional counselors, non-professional counselors (those who act under the supervision of a licensed counselor), advocate, and health providers may maintain a victim's confidentiality, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in the case of minors, imminent harm to self or others, or requirement to testify if subpoenaed in a criminal case.

If Connors State College determines that the alleged individual(s) pose a serious and immediate threat to the campus, Connors State College may issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

## **B. Non-Confidential Reporting Options**

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and the Clery Act require all other employees (excluding counselors and Victim Advocate) who become aware of an instance of sexual violence to report the instance to Connors State College Police. The victim's name should not be reported to the police without the victim's permission. The report should include the nature, date, time, and general location of an incident. This is a limited report which includes no information that would directly or indirectly identify the victim. This allows for the institution to track patterns, evaluate the program, and develop appropriate campus-wide responses.

Note that the Clery Act requires other crimes to be reported.

When an instance of sexual violence is reported to a “responsible employee” the reporter can expect the incident will be reported to the Title IX Coordinator or Student Conduct Office. A responsible employee must report to the Title IX Coordinator or Student Conduct Office all relevant details about the alleged sexual harassment or sexual violence shared by the victim including names, date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the institution’s response to the report. A responsible employee should not share information about the victim to law enforcement.

A “responsible employee” is an employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. Examples include but are not limited to faculty members, advisors, employees in student services offices and anyone in a supervisory role.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the institution will investigate the alleged sexual violence, end any sexual violence, prevent the sexual violence from reoccurring, and educate on sexual violence.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations and if the victim wants to maintain confidentiality, then the student should be directed to a confidential resource

### **Requests for Confidentiality from a Non-Confidential Reporter**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or conduct action taken, Connors State College must weigh that request against the obligation to provide a safe environment for all students, including the victim.



If the institution honors the request for confidentiality, a victim must understand that the institution's ability to meaningfully investigate and respond to the incident may be limited.

Although rare, there are times when the University may not be able to honor a victim's request in order to provide a safe environment for all students.

When weighing a victim's request for confidentiality or that no investigation or conduct process be pursued, the following will be considered:

- The increased risk that the alleged respondent will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged respondent;
  - whether the alleged respondent has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged respondent threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple respondents;
  - whether the sexual violence was perpetrated with a weapon;
  - whether the victim is a minor;
  - whether the institution possesses other means to obtain relevant information of the sexual violence (e.g., security cameras or personnel, physical evidence);
  - whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the institution to investigate and, if appropriate, pursue conduct action. If none of these factors is present, the institution will likely respect the victim's request for confidentiality.

If it is determined that the institution cannot maintain a victim's confidentiality, the institution will inform the victim prior to starting an investigation. Connors State College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. The

institution may not require a victim to participate in any investigation or conduct process. Retaliation against the victim, whether by students or institution employees, will not be tolerated.

## **Reporting to the Police**

Connors State College strongly encourages individuals to report sexual violence and any other criminal offenses to the police. This does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, institution conduct actions and/or civil actions against the perpetrator.

If the incident happened on campus, it can be reported to the Connors State College Police Department at 700 College Rd., Warner, OK 74469 or at (919)463-6375. If the incident occurred elsewhere in Warner, it can be reported to the Warner Police Department at 1000 E. Highway 64, Warner, OK 74469 or at (918)463-3911. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred.

Please know that the information you report can be helpful in supporting other reports and preventing further incidents.

## **Report to Student Conduct**

Anyone can report any instances of sexual violence to Student Conduct at 700 College Rd., Warner, OK 74470 or at (918)463-6351. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. A complaint can be filed online at [ConnorsState.edu/Security/Incident-Report-Form/](https://ConnorsState.edu/Security/Incident-Report-Form/).

If either the victim or the accused is a student, the incident will be addressed through the Student Conduct process once a complaint is filed.

Additionally, as stated above, Connors State College strongly encourages individuals to report any instance of sexual violence to the police.

## MISSING STUDENT NOTIFICATION

In accordance with Section 485 of the Higher Education Act, 20 U.S.C. § 1092(j), Connors State College has developed this investigation and notification policy regarding students who reside in campus housing and have been reported as missing.

The purpose of this policy is to establish procedures for the Connors State College (CSC) resident campus community regarding reporting, investigation, and required emergency notification when a student living in CSC Student Housing ("Resident Student") is deemed to be missing.

- I. Notification of Policy
  1. Information about Connors State College Missing On-Campus Resident Student Policy will be posted on the CSC website. Furthermore, students will be informed of the policy in the student handbook, during Student Housing mandatory meetings, and in an insert to be placed in the Student Housing contract.
- II. Procedures for Designation of Emergency Contact Information
  1. Students age 18 and above and emancipated minors
    - a. Resident Students will be given the opportunity during move- ins to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
  2. Students under the age of 18
    - a. In the event a Resident Student who is under 18 is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.
- III. Procedures for Reporting and Investigating Suspected Missing Resident Student
  1. Any college employee who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to the Connors State College Office of Residential Life. Upon receiving the initial report, the staff from Residential Life will determine whether the

student is a Resident Student. If the missing student is not a Resident Student, the appropriate law enforcement agency will be notified.

2. The report of a missing Resident Student is initiated when the Residential Life Staff are notified of or become aware of a missing Resident Student. Upon notification, the Residential Life Staff will complete the Missing Resident Student form. The following procedures will be used by the Residential Life Staff to conduct a preliminary investigation regarding any report of a missing Resident Student:
  - a. A Residential Life Staff member will attempt to contact the subject Resident Student via his/her telephone, email, or social networking site.
  - b. If the subject Resident Student cannot be reached, two staff members will visit the residence of the Resident Student to verify his/her whereabouts and/or wellness. If the student is located, the Residential Life Staff may deliver a message to the student requesting that he/she contact a parent, family member, or friend who is searching for him/her
  - c. If the missing Resident Student is not at the residence, but it is occupied, the Residential Life Staff will attempt to gain information on the student's whereabouts and/or wellness from questioning the occupants of the residence, other members of the housing community, or other friends. The Residential Life Staff will also attempt to acquire additional contact information and use it to initiate contact.
  - d. If there is no response when the Residential Life Staff members knock on the door of the residence or there are occupants who do not know the missing Resident Student whereabouts, the Residential Life Staff will enter the residence and individual room assigned to the reported missing Resident Student, by key if necessary, to perform a health and safety inspection.
  - e. At any step in the process, the Director of Residential Life/Designee will immediately report any suspicious findings to CSC Campus Police and the Vice President for Academic Affairs.

- f. If all of these steps do not provide Residential Life Staff with an opportunity to speak with the missing on-campus student or to learn his/her whereabouts, the CSC Campus Police will be contacted to investigate further.
- g. If the missing Resident Student is determined to be under the age of eighteen, contact will be made with the student's parents within 24 hours. If the missing Resident Student is determined to be over the age of eighteen, contact will be made with the student's designated emergency contact within 24 hours.
- h. If these steps provide the Residential Life Staff with an opportunity to speak with the missing Resident Student, verification of the student's state of health and intention of returning to campus is made. The Office of Residential Life shall contact CSC Campus Police and the Vice President for Academic Affairs to document that a missing student investigation was begun and apprise them of the student's state of health and well-being.

## **CONTACT INFORMATION**

Emergencies     911

CSC Campus Police     918-463-6375

Director of Housing     918-463-6351

Maintenance Service     918-463-6232

Muskogee County Sheriff's Office     918-687-0202

Muskogee Police Department     918-683-8000

Warner Police Department     918-463-3911

Department of Public Safety     405-425-2424

FBI 405-290-7770

Warner Fire Department 918-463-2696

W.I.S.H (Women In Safe Home Inc.) 918-682-7878

Nate Walker/Title IX Coordinator 918-463-6206

Eastar Health System in Muskogee 918-682-5501

LOCAL VICTIM SERVICES 918-682-3374

## **ANNUAL FIRE SAFETY REPORT**



# CONNORS

— STATE COLLEGE —

Building Futures One At A Time Since 1908

# Annual Fire Safety Report on Student Housing

## Higher Education Campus Fire Safety Standards and Measures

### Connors State College Police Department

Address:	700 College Rd. Warner, OK
Telephone:	918-463-6375
Emergency Number:	Dial 9-911 From Campus Phone
	Dial 911 From Cellular Phone
Website:	<a href="http://connorsstate.edu/security/">http://connorsstate.edu/security/</a>
Police Chief:	James Mendenhall
Email:	James.Mendenhall@connorsstate.edu



The Fire Safety Report  
Is  
Published Annually By the Connors State College Police Department



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In accordance with the guidelines established by Connors State College, and pursuant to the federal law 34 CFR 668.49(b), all currently enrolled students, campus employees and all prospective students and prospective employees of Connors State College are entitled to request and receive a copy of the Annual Campus Fire Safety Report.

The report contains statistics about the number of fires in on-campus housing, the cause of each fire, the number of injuries and deaths, and the value of property damaged. The report also includes a description of fire systems, the number of fire drills, evacuation procedures, education and training programs, future plans for fire safety improvements, and the institutions policies on appliances, smoking, open flames, and other potential hazards.

All students enrolled at Connors State College will receive notification through electronic mail and student portals featuring the exact website address for the current Fire Safety Report. Faculty and staff will also be notified electronically through the **CSC Emergency Alert** email system. Additional notices will be posted in common areas in campus buildings that are frequented by faculty, staff, students and visitors.

Copies of this report may be obtained in person from the CSC Police Department or on-line at the Police Department's website under the link "Annual Fire Report" located at:  
<http://connorsstate.edu/security/resources/>

You may also request that a copy be sent to you via E-mail or U.S. Postal mail by contacting the Connors State College at 918-463-2931 or the CSC Police Department at 918-463-6375 during normal business hours, 8AM - 5PM, Monday thru Friday. Copies may also be requested from CSC Student Housing at 918-463-6245.

**"NOTICE"**  
**OF THE ANNUAL CLERY CAMPUS SECURITY REPORT**

In accordance with the guidelines established by Connors State College, and pursuant to the federal law identified as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to request and receive a copy of the Annual Campus Security Policy and Campus Crime Statistics Report.

The report contains statistics about certain specified crimes and related incidents that have been reported to the Connors State College Police Department and other Campus Security Authorities over the past three years. All incidents contained within the report have either occurred on-campus, in off-campus buildings, or on or near property owned or controlled by Connors State College.

The report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims' assistance programs, student discipline policies, campus security resources, community safety alerts, crime prevention, access to campus facilities and properties, missing student notification policies and personal safety tips.

The CSC Police Department encourages the reporting of all criminal offenses and campus safety and security concerns, and provides information in this report about how and to whom to report crimes.

All students enrolled at Connors State College will receive notification through electronic mail and online student portals featuring the exact website address for the current Campus Crime Report. Faculty, staff and parents of students can receive additional information through the college website.

Copies of this report may be obtained in person from the Connors State College Police Department or on-line at: <http://connorsstate.edu/security/resources/>

You may also request that a copy be sent to you via E-mail or U.S. Postal mail by contacting the CSC Police Department during normal business hours, 8AM -5PM, Monday thru Friday at 918-463-6375. Copies may also be requested from CSC Student Housing at 918-463-6245.

## **1. INTRODUCTION**

The Campus Fire Safety Right-to-Know Act became federal law with the passage of the Higher Education *Opportunity Act of 2008*.

The new law requires colleges and universities that maintain on-campus housing facilities to compile an annual fire safety report that gives students, parents and the public current information about fires in on-campus housing. Colleges are also required to maintain a fire log that captures specific information about fires that occur in on-campus housing. The log is required to include the date, time, and cause of each fire as well as well as the number of injuries requiring treatment, the number of deaths and the value of property damage associated with each fire.

## **2. FIRE AND LIFE SAFETY PROGRAM**

The health and safety of all college employees, students and visitors to our campus is of paramount importance to everyone working and learning at the college. This concern for safety mirrors the character and strength of CSCs commitment to its academic mission.

Staff, faculty, students and visitors play an important role in assuring campus safety; they must do what they can to protect themselves and others within the college community and respond appropriately to all emergencies. Employees must avail themselves of information pertaining to the safe conduct of their work, regardless of setting. Students must also participate in fire and life safety programs and respect the safety of others.

The CSC Fire and Safety Program, which is made available to all faculty, staff, students and visitors, contains policies and procedures that, when implemented and maintained, will satisfy the code and legal obligations of the college, help satisfy insurance requirements, prevent loss of life, reduce injury and reduce property damage due to fire and fire related emergencies.

The program is based on state and local regulations, National Fire Protection Association guidelines and Safety Code requirements. The program provides roadmaps for fire safety surveys of buildings, fire extinguisher maintenance, and fire safety related training. This training is scheduled for all resident attendants each semester and is available to any campus department upon request.

To obtain a complete copy of the Connors State College Fire and Safety Program, please visit:

<http://connorsstate.edu/security/resources/>

## **3. FIRE SAFETY POLICY and STUDENT HOUSING INSPECTION**

It is the practice and policy of Connors State College to provide a resident apartment lifestyle on campus that is safe, comfortable and conducive to an overall positive resident-life experience.

Inspections:

1. Inspections of all campus housing facilities will be conducted periodically to assess safety hazards, potential security problems, and overall sanitation and general repairs.

2. The College reserves the right to enter any on-campus housing unit or facility to search or inspect anytime. This includes times when residents may or may not be present.

3. Residents will be fined for any items of food left in their room/unit either after the resident clears campus, or after the resident vacates his/her housing unit for any reason, or after the end of every semester.

- All electrical appliances must bear Underwriters Laboratory (UL) certification or an equivalent Certification label. Due to limitations of the electrical systems in the residence apartments, microwave ovens may not operate satisfactorily, especially if operated with other electrical appliances.
- Televisions, stereos, radios, desk lamps or electric blankets are permitted provided the total electrical requirements do not exceed the capability of the system and the equipment is in safe operating condition
- No outside antennas of any type are permitted.
- Christmas Trees represent a fire hazard, especially when decorated with lights: therefore, all Christmas Trees must be approved by housing supervision.

Possessions of the following items are violations of Fire Safety Policy:

- Candles and Incense
- Any source of open flame
- Lighter Fluids/ Flammable Fuels
- Fireworks
- Space Heaters
- Open Faced Electrical Appliances
- Tanning Beds
- Halogen Lamps
- Sun Lamps
- Waterbeds
- Portable Air Conditioner

#### **4. SMOKING POLICY**

In Compliance with the executive order 2012-01, signed by Governor Mary Fallin, Connors State College and all properties owned, or contracted by the State of Oklahoma will be tobacco free by July 1, 2012

#### **5. FIRE SAFETY EQUIPMENT ABUSE**

Besides being an annoyance, a false fire alarm can endanger lives. Tampering with a fire alarm system or fire extinguishers, misuse or tampering with sprinkler systems and other fire safety equipment is a violation of Oklahoma law and the CSC Student Code of Conduct. Anyone unnecessarily setting off or tampering with a fire alarm system, sprinkler system or fire extinguisher will be subject to judicial action, financial responsibility and/or referral to the civil authorities for prosecution under Oklahoma law (or all three). Revocation of housing contracts, removal from the residence halls and loss of housing fees will also be considered.

## 6. FIRE ALARM and EVACUATION INSTRUCTIONS

It is the policy of CSC that upon activation of an automatic alarm, all campus community members will evacuate by the nearest exit.

Residents should immediately do the following when the fire alarm sounds:

- Put on coat and shoes when possible
- Close and lock your door and take your room key
- Take a large, damp bath towel with you if possible. If smoke is present, cover your mouth and nose.
- Evacuate the building using the most expedient method (Note: Do not use elevators)
- Proceed immediately and in an orderly manner to designated exits
- Avoid moving toward open flame or heavy smoke if possible
- In case of inclement weather, proceed to the lobby of the nearest building or residence hall
- Account for your friends and roommates
- Follow instructions from all emergency personnel, including fireman and police
- Do not re-enter the building until the "all clear" is sounded

## 7. FAILURE TO EVACUATE

Failure to evacuate the building during a fire alarm can cause harm to the individual as well as fire safety personnel if a rescue is needed. Failure to evacuate during a fire alarm will result in judicial action, possible monetary fines, and could result in arrest for violation of applicable laws.

## 8. FIRE DRILLS

For the protection and safety of residents, **four** fire drills are held every year. Please read the fire safety information posted in the student housing manual and become familiar with evacuation routes. Cooperation is expected at all times. All individuals must evacuate immediately when an alarm sounds. Failure to comply will result in judicial proceedings and possibly monetary assessment or revocation of housing privileges.

## 9. DID YOU KNOW?

Between 2004-2008 U.S. fire departments responded to an estimated annual average of 3,800 structure fires in dormitories, fraternities, sororities, and barracks that resulted in 7 civilian deaths, 54 civilian fire injuries, and \$29.4 million in direct property damage, annually. These fires were most common during the evening hours between 5 p.m. and 11 p.m., and on weekends. The leading causes of these fires were **smoking, cooking accidents, improper trash disposal, malfunctioning heating and electrical equipment.**

*(Source: U.S. Fire Administration Nation Fire Incident reporting System)*

For more information about College Campus Fire Safety, including national statistics and fire safety tips, please visit the following websites:

<http://www.nfpa.org>  
<http://www.nfpa.org/assets/files//PDF/Public%20Education/Campussafety.pdf>  
<http://www.usfa.dhs.gov>

## **10. TO REPORT A FIRE**

CSC is required by law to disclose statistical data on all fires that occur in “on campus” student housing facilities. Listed below are the emergency and non-emergency numbers to call to report a fire that is occurring or has occurred please contact one of the following:

Fire Emergency -----911  
CSC Police Department -----918-463-6375  
CSC Housing Supervisor -----918-463-6376

## **11. FUTURE IMPROVEMENTS IN FIRE SAFETY**

Connors State College uses the National Incident Management System (NIMS). The adoption of NIMS will improve the College’s response to emergencies.

## **12. HOUSING SAFETY INSPECTION PROGRAM**

The Coordinator of Housing and Resident Manger’s perform bi-weekly safety inspections. The inspections are conducted at each residence that is being occupied. The Inspection focuses on living areas, stairways and exits.

## **13. HOUSING SAFETY SYSTEMS**

The Student Housing Systems include several safety systems including fire alarms, audible alerts, strobe alerts, smoke detection devices, fire extinguishers, fire doors and pull stations.





#### **14. FIRE LOG**

CSC maintains a "Fire Log" for public inspection. The Log includes the date a fire was reported, the nature of the fire, the date and time of the fire and the general location of the fire. The log is located at the CSC Police Department- Rt.1 Box1000 Warner, OK 74469.