

OKWU Security and Fire Safety Report

The following information has been prepared to increase the Oklahoma Wesleyan University community's awareness of current policies, procedure and programs that exist to protect its members' safety and well-being. The information is intended to provide a general description of Oklahoma Wesleyan University safety policies; it is not, however, intended to serve as a contractual agreement between the University and the recipient. Additionally, the University will disseminate and publicize crime statistics from the most recent calendar year and the two preceding calendar years.

Oklahoma Wesleyan University Safety Declaration

Oklahoma Wesleyan University is strongly committed to crime prevention. The University considers the personal physical safety of its students, faculty and staff necessary for a successful learning environment.

University campuses, like all other communities, are not immune to crime. Similarly, students, faculty, and staff are members of the Oklahoma Wesleyan University community and citizens of the state in which they reside. Therefore, they are expected to obey not only the laws of their state but also the rules and regulations of the University. Members of the Oklahoma Wesleyan University community are encouraged to take personal responsibility for their conduct and safety. Adopting a posture of individual responsibility will enhance the quality of life for all on campus. The cooperation and involvement of students, faculty and staff in campus safety is essential to minimize criminal activity.

Oklahoma Wesleyan University affirms the notion that a well-informed university community helps create a safety conscious public. Pursuant to federal law, the University will publish and distribute annually the crime statistics for the most current academic year and the two preceding academic years.

Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

Notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics to *Current* Students, Faculty and Staff All current students, faculty and staff will be provided through printed or electronic publications, a notice that contains a brief description of the University's Campus Safety Policies and Annual Crime Statistics.

- The notice will disclose that the University's annual crime statistics are available on a Web site as part of the Oklahoma Wesleyan University Annual Safety Report.
- The notice will contain the exact electronic Web site address. That site is www.okwu.edu/????

•The notice will state that anyone is entitled to a paper copy of the information upon request. The notice will be provided annually to current students, faculty and staff by October 1st, each year.

Notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics to *Prospective* Students, Faculty and Staff the University or the Office of Student Development will provide a notice to prospective students, faculty and staff disclosing that the University's Campus Safety Policies and Annual Crime Statistics are

available on a Web site as part of the Oklahoma Wesleyan University Annual Safety Report.

- The notice will contain the exact electronic Web address.
- The notice will state that anyone is entitled to a paper copy of the information upon request.

Campus Safety Policies

Published Notice of Oklahoma Wesleyan University's Campus Safety Policy and Annual Crime Statistics

The Oklahoma Wesleyan University Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University. The report also includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters. In preparing this report, the University makes every effort to obtain information from local law enforcement agencies and also includes crimes reported to certain university officials. You can obtain a copy of this report by contacting the Office of Student Development at 918-335-6289 or by accessing the following Web site: www.okwu.edu/disclosure.

Reporting and Disclosure of Annual Crime Statistics and Sex Offender Registry

Oklahoma Wesleyan University Distribution of Annual Crime Statistics In accordance with the definitions used in the Uniform Crime Reporting System of the U.S. Department of Justice, FBI, as modified by the Hate Crimes Statistics Act, Oklahoma Wesleyan University will publish annual crime statistics.

These statistics will be accessible electronically to all current students, faculty and staff. Upon request, prospective students, faculty and staff will be informed of the availability of the annual crime statistics, and will be given an opportunity to request a copy of the report.

Statistics Concerning Liquor, Drug and Weapons Possession

Statistics concerning liquor, drug and weapons violations are annually released to the University community. These statistics will also be reported in accordance with federal regulations and the FBI Uniform Crime Reporting program. This reporting will only include violations reported to the local police that result in a criminal arrest or a disciplinary referral.

Procedure for Gathering and Disclosure of the University's Annual Crime Statistics

The data for the annual crime statistics is monitored daily. Campus Personal, upon receiving notification of a crime incident on Oklahoma Wesleyan University property, will notify the Office of Student Development, which will verify the circumstances and put the information into security report file. That information is available by request from the VP for Student Development. The information will be kept as current as is reasonably possible. These crime statistics will be used to report the annual crime statistics required by law (available at <http://ope.ed.gov/security/GetOneInstitutionData.aspx>) and to establish the Oklahoma Wesleyan University Annual Security Report.

Sex Offender Registry

Sex offenders are required to notify their states if they are enrolled or employed at a postsecondary institution. Sex offender information for the U.S can be obtained at www.nsopr.gov. For Oklahoma it is http://docapp8.doc.state.ok.us/servlet/page?_pageid=422&_dad=portal30&_schema=PORTAL30&id=1,

Daily Safety Log

The Oklahoma Wesleyan University Campus Safety maintains a daily safety log. This log lists safety violations and crimes reported to the Student Development office on a daily basis.

Section III: Safety Awareness and Crime Prevention

Oklahoma Wesleyan University endorses safety awareness and crime prevention measures.

Crime Prevention Measures

Part of crime prevention is individual safety consciousness and awareness of personal environment. The University suggests the following crime prevention measures, which can contribute to the safety and security of the O.K.W.U. community.

- Lock your car.
- Take and keep your car keys with you at all times.
- For those who live on campus, lock your door whenever you leave and keep your keys with you; do not loan them to others.
- For those who live on campus, do not prop open exterior doors unless you are actually entering or exiting at that time.
- At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as textbooks.
- Do not park in isolated areas.
- Leave items of high monetary value at home.
- Do not leave personal property unattended.
- Do not carry more cash than necessary and certainly do not advertise what you have.
- Keep your purse, backpack or briefcase close to your body.
- Mark personal items that you bring on campus. This includes marking textbooks, laptops, and calculators with your name or some other traceable identification.
- Do not bring any kind of weapon on University property.
- The carrying of weapons on campus or University property, at University-sanctioned events or when meeting with University personnel is prohibited and subject to disciplinary action. This policy is not applicable to students who are law enforcement officers required by law to carry firearms 24 hours a day.
- If anything makes you feel unsafe or threatened, **dial 9-1-1.**

Timely “Crime Alerts” to the Campus Community

The VP for Student Development will post a “crime alert,” advising the campus community when there has been a known systematic pattern of a crime or series of crimes that may pose a threat to the safety or welfare of the campus or site community.

These timely reports will be made available through staff bulletins, campus bulletin boards, OKWU Alert Twitter Account, and via electronic mail or will be otherwise posted in visible and accessible areas on the campus.

The crime alerts will not be limited to the guidelines in the uniform crime report of the FBI.

Safety and Access to Oklahoma Wesleyan University Campus Facilities

The University's goal is to provide a campus environment that is as safe and secure as possible. Generally, campus buildings and facilities are not only accessible to members of the campus community but also to the public during normal business hours. However, after normal business hours, facilities are either locked or have a monitor working to screen access for a certain number of additional late evening time slots.

Maintenance on Oklahoma Wesleyan University Campuses

The university facilities management personnel are responsible for repairing the campus facilities. This includes defective doors and locking mechanisms. In addition, exterior lighting is an important part of the university's commitment to campus safety. All members of the campus community are encouraged to report any known problems or hazards to the VP for Student Development. Prompt reporting enhances campus safety for all concerned.

Safety Programs

The university does not require students or employees to undergo any specific security or crime prevention program. However, the University strongly encourages the campus community to look out for themselves and one another, to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the university community through security alerts posted electronically and prominently throughout campus.

Section IV: Reporting Criminal Activities

Oklahoma Wesleyan University encourages students, faculty and staff to promptly report all criminal activity and emergencies that have occurred at an Oklahoma Wesleyan University location. The Bartlesville Police Dept. and the Washington County Sheriff's Dept. have jurisdiction on campus.

Reporting Emergency Criminal Activities

In emergency situations at the main campus, dial **911**. **9-1-1** calls are answered **24 hours a day, 7 days a week, 365 days every year**. Local police, fire or medical departments will respond immediately.

REPORTING CRIMES IN PROGRESS

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible to the police. You should attempt to provide as much of the following information as possible. 1. Nature of the incident. **MAKE SURE** the officer/dispatcher understands that the incident is in progress! 2. Location of the incident. 3. Description of suspects involved. 4. Injuries that have occurred. 5. Description of any weapons involved. 6. Description of property involved. Stay on the line with the officer/dispatcher until help arrives. Keep the officer/dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

REPORTING CRIMES NOT IN PROGRESS

If you have become a victim of a crime and it is not an emergency or life threatening situation, telephone the police, and be prepared to provide at least the following information: 1. Your name 2. Your address 3. Your telephone number 4. A brief synopsis of what

occurred 5. Your exact location at the time of the call (room #, apartment #, campus bldg, etc.)

Reporting Criminal Activity to the VP for Student Development

The VP for Student Development can be reached at 918-335-6289. It is imperative that you report the criminal offense to the Student Development Office.

Anonymous/Confidential Reporting of Crimes

Oklahoma Wesleyan University encourages students, faculty and staff to report all criminal activity that has occurred at an Oklahoma Wesleyan University location. The University does allow victims or witnesses to report crimes on a voluntary confidential basis. The report of criminal activity may be anonymous and the person may request confidentiality. The information will be included in the disclosure of crime statistics if it is found to be reliable information.

Section V: Reportable Offenses

All crimes that have been reported to the Student Development office and that fall within FBI crime definitions will be included in the Oklahoma Wesleyan University Annual Security Report. Reportable crimes, however, are not limited to FBI-defined offenses.

List of FBI-Defined Reportable Offenses

The following list of crimes is compiled in accordance with the definitions used in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crimes Statistics Act.

- Aggravated Assault • Arson • Burglary • Drug Abuse Violations • Hate Crimes
- Liquor Law Violations • Motor Vehicle Theft • Murder and Manslaughter • Rape, Forcible and Non-Forcible Sexual Offenses • Robbery • Weapons Possession

Additional Reportable Offenses

- Vandalism • Bomb Threats • Theft • Simple Assault

Section VI: University Cooperation with Law Enforcement Agencies

Oklahoma Wesleyan University advocates and supports a close cooperative working relationship with federal, state and local law enforcement agencies. This cooperation includes reinforcing all levels of law enforcement agencies, as circumstances warrant. The Student Development office will augment this relationship by facilitating crime reporting by members of the campus community to all law enforcement agencies.

The safety and security of all members and guests of the campus community are of primary concern to Oklahoma Wesleyan University.

Section VII: Policies and Programs Concerning Alcohol and Drugs

The University has adopted a “**Zero-Tolerance**” policy regarding the use, sale, possession and/or distribution of illegal drugs and alcohol.

The materials that follow are intended to help inform the entire University community of the standards of conduct required with regard to illicit drugs and alcohol and the possible consequences of inappropriate behavior.

Alcohol and Drug Prevention and Counseling Services

If you need assistance with a drug abuse problem, the University encourages you to seek help at your local community drug abuse prevention center. All conversations are private and will not affect your attendance at the University.

The following national toll-free telephone numbers are provided to assist any member of the University community who may have a drug or alcohol problem.

Al-Anon 1-800-356-9996 American Council on Alcoholism 1-800-527-5344

National Council on Alcoholism 1-800-NCA-Call (622-2255)

National Institute on Drug Abuse Hotline 1-800-662-HELP (1-800-662-4357)

National Institute on Drug Abuse Helpline 1-800-843-4971

These various agencies can provide guidance and assistance in identifying a counseling, treatment, or rehabilitation program that meets individual needs.

For additional assistance in locating a treatment facility contact the office of the VP for Student Development.

Health Risks of Alcohol and Other Drugs

Health risks of using alcohol or other drugs include both physical and psychological effects. The health consequences of drugs depend on the frequency, duration, and the intensity of use. For all drugs, there is a risk of overdoses. Overdose can result in coma, convulsions, psychosis, or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (a painful, difficult and dangerous symptom when stopping the use of drugs). Long-term chronic use of drugs can lead to malnutrition, organic damage to the body, and psychological problems.

The risk of AIDS and other diseases increases if drugs are injected. The consumption of alcohol or drugs by pregnant women may cause abnormalities (such as Fetal Alcohol Syndrome, the third leading cause of birth defects) in babies.

Physical and Psychological Dependence and Effects of Specific Drugs

DRUGS	PHYSICAL DEPENDENCE	PSYCHOLOGICAL DEPENDENCE	POSSIBLE EFFECTS
Opium, Morphine, Heroin, Hydromorphone, Merperdine/Pethidine	High	High	Euphoria, drowsiness, depression, constricted pupils, nausea
Codeine	Moderate	Moderate	
Methadone	High	High-Low	
Other Narcotics	High-Low	High-Low	
Chloral Hydrate/Other Depressants	Moderate	Moderate	Slurred speech, disorientation
Barbiturates	High-Mod	High-Mod	drunken behavior without odor of alcohol
Benzodiazepines	Low	Low	
Methaqualone/Glutehimide	High	High	
Cocaine/Crack, Amphetamines, Phenmatrazine, Methylphenidate, Other Stimulants	Possible	High	Increased alertness, excitation, increased pulse rate and blood pressure, insomnia, loss of appetite
LSD, Mescaline, Peyote, Other Hallucinogens	None	Unknown	Illusions and hallucinations, poor perception of time and distance
Phenylcyclidine	Unknown	High	
Phenylcyclidine Analogues	Unknown	Unknown	
Marijuana, Hashish, Hashish Oil	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disoriented behaviors
Tetrahydrocannabis			
Anabolic Steroids	Unknown	Unknown	Kidney and liver damage, heart failure
Alcohol	Moderate	High	Reduced coordination and alertness, large doses can cause unconsciousness, hypothermia, respiratory arrest, death
Inhalants	Unknown	High	Nausea, damage to organs
Nicotine	High	High	Cancer
Caffeine	Unknown	High	Nausea, diarrhea, trembling

Standards of Conduct

The University community must adhere to a code of conduct that recognizes that the manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by Oklahoma Wesleyan University. If any individual associated with the University is apprehended for violating any drug or alcohol related law when on University property, or participating in a University activity, the University will fully support and cooperate with federal and state law enforcement agencies.

Sanctions the University Will Impose for Alcohol or Drug Violations

Any member of the University community found consuming or selling alcohol or drugs on University property shall be subject to discipline on a case by case basis. Discipline will be based on the seriousness of the situation. A case may result in dismissal from the University. In all cases, the University will abide by local, state, and federal sanctions regarding unlawful possessions of drugs and the consumption of alcohol. The university has adopted a “zero tolerance” policy regarding underage drinking.

Federal and Oklahoma Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

These are Federal penalties and sanctions.

Additional State penalties and sanctions may also apply.

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<p>First Offense:</p> <p>Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual</p> <p>Second Offense:</p> <p>Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual</p>	5 kgs or more mixture	<p>First Offense:</p> <p>Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p>Second Offense:</p> <p>Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment</p>
Cocaine Base (Schedule II)	28-279 gms mixture		280 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious injury, not more than 15 yrs. Fine \$2 million if an individual, \$10 million if not an individual</p>		
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 10 years. If death or serious injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1.5 million if an individual, \$5 million if not an individual</p>		

All other Schedule IV drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 1 gm	Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties – Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual	Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana (Schedule I)	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual	Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana (Schedule I)	more than 10 kgs hashish; 50 to 99 kg mixture	Not more than 20 years If death or serious injury, not less than 20 years, not more than life	Not more than 30 years If death or serious injury, mandatory life

	more than 1 kg of hashish oil; 50 to 99 plants	Fine \$1 million if an individual, \$5 million if other than an individual	Fine \$2 million if an individual, \$10 million if other than individual
Marijuana (Schedule I)	1 to 49 plants; less than 50 kg	Not more than 5 years Fine not more than \$250,000, \$1 million other than individual	Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a man term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual.

Oklahoma Wesleyan University performed a biennial review of its Zero Tolerance approach to Drug and Alcohol during the 2012 and 2014 Calendar Year. This review had two objectives:

1. To determine the effectiveness of, and to implement any needed changes to the zero tolerance approach to drug and alcohol; and
2. To ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently.

Section VIII: Sexual Assault Policy and Prevention

Oklahoma Wesleyan University is committed to creating and maintaining an educational environment where respect for the individual and human dignity is of paramount importance. The University does not tolerate sexual assault in any form.

Definition of Sexual Assault

The definition of “sexual assault” includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. “Force” includes any sexual activity that occurs when the other person is incapable of giving consent due to temporary or permanent mental or physical incapacity, youth or the effects of drugs or alcohol.

Facts about Sexual Assaults

Sexual assault can happen anywhere. In fact, according to the U.S. Department of Justice:

- A rape occurs every 2 minutes in America
- One of every 4 rapes takes place in a public area or in a parking garage.
- 68% of rapes occur between the hours of 6 p.m. and 6 a.m.
- In 47% of rapes, the victim sustained injuries other than rape injuries.
- 75% of female rape victims require medical care after the attack.

Reporting a Sexual Assault

- In the event of a sexual assault, DIAL 9-1-1.
- While reporting the sexual assault to your local police, request medical treatment also.

- If the incident occurred at an Oklahoma Wesleyan University location, the victim is also encouraged to report the assault to the Student Development Office.

Preservation of Evidence of Sexual Assault

After a sexual assault, it is very important that the victim receive a medical examination. Trained medical personnel will conduct a physical exam of the victim, but only if the victim gives permission.

Keep in mind that although sexual assault is a criminal offense, police do not collect evidence of a personal nature from the victim's body.

Preserving the evidence from the assault is important. Even if the victim does not wish to file a prompt police report or is certain he or she will not prosecute, evidence should be preserved so the victim has the opportunity to change his or her mind.

The following list of instructions is offered regarding the preservation of evidence:

- Do not change clothes until you have received medical attention. If the clothes are changed, those worn during the assault should be placed in a paper bag and taken along to the examination.
- Do not touch anything the suspect may have touched.
- Do not bathe (or shower) until you have received medical attention.
- While waiting for medical and law enforcement assistance, try to make mental notes of the incident.

Surviving Sexual Assault

The survivor of a sexual assault is urged to seek counseling shortly after the sexual assault has occurred.

Victims of sexual assault may receive **FREE CONFIDENTIAL 24 HOUR** counseling by calling **RAINN (Rape Abuse Incest National Network) HOTLINE NUMBER 1-800-656-HOPE (4673) extension 1.**

Trained counselors are available at the aforementioned numbers **24 hours a day, 7 days a week.**

RAINN can also be reached through e-mail, at RAINNmail@aol.com. However, crisis counseling is not available through e-mail. The e-mail address is intended solely for questions or comments.

You can also visit the RAINN Web site at <http://www.rainn.org>

The Student Development office will provide additional referral resources within a 50-miles radius of the OKWU campus.

Sanctions the University May Impose Following a Final Institutional Disciplinary Determination of Rape, Acquaintance Rape, or Other Sex Offense

Sexual Assaults violate the standards of conduct of every member in the University community. Sexual assault is a criminal act, which subjects the perpetrator to criminal and civil penalties under state and federal law. In all cases, the University will abide by and cooperate with local, state and federal sanctions. University disciplinary action may include suspension or expulsion depending on the seriousness of the situation.

Change Academic Situation

The institution will change a victim's academic and/or housing situation after a sex offense or alleged sex offense if those changes are requested by the victim and are reasonably available.

Procedures for Campus Disciplinary Action in Cases of an Alleged Sex Offense

Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

Missing Student Policy & Procedures

Oklahoma Wesleyan University is very concerned about the safety and well-being of all its students. To this end, the following policy and procedure has been developed to assist in the determination if a student is missing.

1. Most missing person reports in the college environment are a result of a student changing his/her routine without informing friends or relatives of the change. Anyone who believes a student to be missing should report their concern to Campus Security, Residence Life or Student Development. All reports will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to University officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Vice President of Student Development will place the call.
2. At the beginning of each academic year, students will be asked to provide emergency contact information in the event he/she is reported missing while enrolled at Oklahoma Wesleyan University. This emergency information will be kept in the Office of Student Development and will be updated on an annual basis through the Enrollment/Validation Process. The University will notify parents of students who are under the age of 18.
3. The Oklahoma Wesleyan University official or office receiving the report will document the following information:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. Background information as to routine, off campus friends, job, recent changes in family life and/or changes in behavior.
 - d. The missing student's contact information.

General Procedure

4. The Oklahoma Wesleyan University official receiving the report will contact the Vice President of Student Development in order to update them on the situation and to receive additional consultation.
5. Upon notification that a student may be missing, Oklahoma Wesleyan University may use any or all of the following resources to assist in locating the student.
 - a. Go to the student's place of residence.
 - b. Talk to the student's R.A., roommate and/or housemates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - c. Secure a current student photo.
 - d. Call and text the student's cell phone and call any other numbers on record.
 - e. Send the student an email.

- f. Check all possible locations mentioned by the parties above including, but not limited to, library, Mueller Sports Center, etc. Campus Security and the Office of Residence Life may be asked to assist.
 - g. Contact or call any other on-campus or off-campus friends or contacts.
 - h. Check a student's social networking sites such as MySpace, Facebook and Twitter.
 - i. Ascertain the student's car make, model and license plate number.
 - j. Check the University's parking lots for the presence of the student's vehicle.
 - k. Contact the food service manager to ascertain when the student last used their meal plan.
6. The Oklahoma Wesleyan University Information Technology (IT) department will be asked to obtain logs in order to determine the last log in and/or access of the OKWU network.
 7. Once all information is collected and documented and the Vice President of Student Development (or her designee) is consulted, Oklahoma Wesleyan staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.)

Fire Evacuation Procedure

When a fire alarm sounds:

1. Close room window.
2. Stay low to the ground and calmly proceed to the nearest exit.
3. Move to a safe distance away from the evacuated building (preferable directly to the designated meeting spot).

If your door is hot, you are probably trapped. Do not open the door. Instead, follow this procedure:

- Seal up the cracks around the door using cloth articles. This helps seal a barrier against heat and smoke.
- Hang a sheet out the window to signal rescuers.
- Open the windows slightly at the top and bottom to let fresh air in and smoke out of the room.
- Wait to be rescued.

If you must move through a smoke-filled area, move quickly in a crouching position. Heat and smoke rise, and dangerous gases settle near the floor.

Fire Safety Equipment

Fire safety equipment (fire alarms, extinguishers, exit lights, and detectors) is located in strategic areas of the halls. Use this equipment only for emergencies. Tampering with fire equipment or ringing a false alarm violates local and state laws. Individuals misusing fire extinguishers will be subject to a \$300 fine and disciplinary action.

Individuals who trigger a fire alarm as a result of an irresponsible act will be subject to a \$300 fine, University disciplinary action, and possible civil action. Individuals failing to properly evacuate the residence hall in a timely manner during a fire alarm will be subject to a \$300 fine. Intentionally setting fires in the residence halls, the corresponding rooms, hallways, bathrooms, on doors, etc. is considered dangerous and illegal. University discipline for such may include suspension or dismissal and/or civil action.

Fireworks

Homemade and commercial incendiary devices, such as fireworks and bottle bombs, are a serious threat to personal and campus safety. The possession or use of such devices on

campus is not permitted. Violations will be subject to significant disciplinary action ranging from fines, community service, probation, suspension or dismissal, and possible civil action.