



East Central University Police Department

2018

***Annual Safety, Security and
Fire Safety Report***



East Central University Police Department

Bert H. Miller
Chief of Police

East Central University Police
830 E Main St.
NW Corner of the Chickasaw Business and Conference Center
Ada, OK 74820

EMERGENCY: 911
Non-Emergency: (580)-332-3875
[ECU Police Website](#)

Message from the Chief of Police

East Central University attracts some of the most talented students and scholars. East Central is truly a special place, yet in today's society, the East Central University Police Department faces the same challenges as other schools across the country. Campus Police are committed to providing a safe and secure learning and working environment for every student, faculty member, staff and visitor to East Central. Safety and well-being is our highest priority and my primary concern.

The Campus Police's dedicated and experienced staff is ready to assist the East Central community at all times. The security of our campus is a joint effort that involves us all. Your thoughts and ideas are important to the continuous advancement of our safe learning, working and living environment. By cooperating with each other, exercising good judgment and using basic crime prevention safety measures we can all be assured of the safest possible experience.

This report is designed to inform the East Central community of the programs and services Campus Police will provide. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. It is generally referred to as the Clery Act. We also hope it will influence and encourage safe behavior and inspire and invite others to partner with us in our mission to reduce criminal activity on and near our campus.

Cooperation is critical to the success of our mission. I ask all members of the East Central community to make responsible choices, discourage careless behavior, and to promptly report any suspicious activity. It is my pleasure to work with everyone collaboratively as we strive to achieve our goals.

Bert H Miller
Chief of Police

Campus Safety: Educators and Protectors

The East Central University Police Department is dedicated to providing the highest quality of public safety services to the campus community in support of the University's academic mission.

The East Central University Police Department encourages all persons to report any criminal activity, suspicious conduct, and other general emergencies to campus police via 911. To report an emergency (fire, smoke, crime in progress, medical/injury), persons should contact the East Central University Police by calling 911, (580)559-5555, emergency call box, cellular phone or in person at the East Central University Police Headquarters. When an official report is filed, upon request, a copy of the report will be provided to the person reporting the incident. The Oklahoma Open Records Act is followed in all cases regarding release of law enforcement records.

The East Central University Police Department will always accept anonymous or confidential reports. An attempt will be made to investigate the crime if the reporting party provides adequate information and is supportive of the investigation action. In cases where no investigation is possible to verify the information provided, the statistics generated (if applicable to the Clery Act) will be identified via caveat in the statistical portion of the Annual Report to reflect their status as anonymously reported. Reports will be taken via telephone, mail, e-mail or in person if the reporting person so chooses.

Every encounter between an East Central community member and an East Central University Police Officer is an educational opportunity. We strive to make all encounters positive, but confrontations are inevitable. By explaining the nature of campus policies and referring infractions to University administrators for follow-up discussions, Campus Police officers attempt to make confrontations beneficial.

East Central University Police officers derive their authority from 74 O.S. § 360.17. Our personnel are officials of the University with specific responsibilities for safety, security and traffic control enforcement.

The Department takes pride in its strong working relationship with the Ada Police Department, Pontotoc Sheriff's Office, and Chickasaw Nation Lighthorse. We communicate directly with each other and cooperate in many investigations.

Contacting Campus Police

EMERGENCY: 911

Non-Emergency: (580)332-3875

ECU_POLICE@ecok.edu

The East Central University Police Department is located at the NW Corner of the Chickasaw Business Conference Center 830 E Main St. Ada, OK.

The East Central University Police Department has personnel that are always on duty, 24 hours per day year round. Regardless of how seemingly insignificant the crime, victims are encouraged to report incidents to the East Central Police Department. To report a crime, a victim or witness need only make contact with the department, and a police officer will meet with them to gather the information and investigate the crime.

This report is produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It outlines the Department's services and resources that are available to everyone at East Central. East Central University's crime stats are made available electronically on the East Central University Police webpage and in written form upon request.

Campus Security Authorities

Campus officials that have a significant responsibility for student and campus activities are considered to be Campus Security Authorities as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. The following list denotes the Campus Security Authorities for East Central University:

- Dean of Students Office
- Residential Life Office
- Resident Advisors
- Student Activities Office
- Advisors to Student Organizations
- Athletic Directors and Team Coaches
- Campus Police Department
- Contract Security of any Campus Office

A CSA is responsible for reporting Clery Act crimes they discovered themselves or which they received in good faith from others. These crimes (including weapons, drug and alcohol offenses) are reported to the East Central University Police Department who will investigate the incident or refer it to the appropriate office or agency for investigation. Incidents reported by CSA's will be included in the Annual Security and Fire Safety report when it is appropriate. A CSA is NOT responsible for determining whether or not a crime took place. A CSA should never attempt to apprehend an alleged perpetrator of a crime which is also the responsibility of law enforcement. It is also not the responsibility of a CSA to try and convince a victim of a crime to contact law enforcement if the victim chooses not to do so.

CSA's who have not completed training, or need training should call the East Central University Police at 580-559-5555.

Clery Policy Statement Addressing Counselors

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 it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary/confidential basis for inclusion into the annual crime statistics. Counselors are defined as:

- Pastoral Counselor is an employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as pastoral counselor.
- Professional Counselor is an employee of an institution whose official responsibilities including 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 Safety Leadership

Bert H. Miller, Chief of Police

Bert Miller was appointed to the position of Chief of Police in August, 2006 after having served East Central since 2002 as a patrol officer. Chief Miller is a graduate of East Central University earning both a Bachelor of Science in Legal Studies and Master of Science in Human Resources; he also has obtained an Advanced Law Enforcement Certificate from the Council on Law Enforcement Education and Training. Bert has over 20 years diversified law enforcement experience ranging from small town patrol officer, deputy sheriff, to campus police officer all which has helped prepare him to serve the unique needs of a campus community.

Education and Outreach

The Department of Campus Safety promotes personal safety and responsibility and proactively deters crime on campus through the following campus outreach programs.

Crime Prevention and Fire Safety

Campus Police officers are available to assist RAs with residence hall programming about personal safety issues and fire hazards. These programs are also offered in non-residential settings and are available to any member of the community. These programs are typically offered at the beginning of the fall semester but are available for presentation to any community member throughout the school year.

Campus Police officers also actively participate with University orientation and inform first time students and their parents about the Police Department and the importance of being safe and reporting crimes. This is typically offered at the beginning of semesters, but the information can be discussed throughout the school year.

Reporting Emergencies, Crimes and Policy Violations (580-332-3875 non-emergency, 911 EMERGENCY)

Despite Campus Police's best efforts, crimes and policy violations do occur at East Central. Community members should promptly report all crimes, policy violations, and any suspicious behavior that they witness. Campus Police will investigate all reports and activate the appropriate procedures. An officer is always on duty to answer calls from concerned members of the East Central community. Campus Police are ready to respond to all situations on campus and will coordinate with local agencies to ensure that the proper resources are available. All emergencies should be reported; persons who dial 911 on a campus phone will be connected to Central Dispatch who will promptly address the situation. All members of the campus community are strongly encouraged to report any suspicious behavior or activity, crime, acts of violence against themselves or another or any circumstances that require attention. Campus Police cannot guarantee the confidentiality of any reporting party.



Emergency Call Boxes

Several call boxes are installed across campus and are indicated with signage and/or blue lights. These boxes are directly connected to the Central Dispatch and Campus Police and are intended for emergency use only. Community members are strongly encouraged to utilize these emergency phones anytime they feel uncomfortable in a situation or require immediate assistance from the department.

There are seven emergency boxes located throughout the campus. They are located in the following areas:

President's Home

Chapel

SE Corner Old Science Hall

Greek Village

Petrified Tree

NE Corner Physical Environmental Science Building

NE Corner of 12th and Francis Street

Available Resources

Many East Central offices and local agencies are available to assist members of the community in emergency and crisis situations. Listed below are some of these

Ada Police Department (580-332-4466 non-emergency)

Informational questions about local laws can be directed to the Ada Police Department by telephone. APD will not respond to a campus call without informing the East Central University Police Department. Campus Police officers may request additional support from APD

The East Central University Police Department (ECUPD) maintains a close working relationship with the Ada Police Department (APD). The ECUPD staff also works with other law enforcement agencies on both a formal and informal basis. The Officers of ECUPD and APD communicate regularly on the scene of incidents that occur in and around the campus area and also when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary.

Pontotoc County Sheriff's Office (580-332-4169 non-emergency)

Informational questions about district laws or reports of civil crimes can be directed to the Pontotoc County Sheriff's Office by telephone. PCSO will not respond to a campus call without informing the East Central University Police Department. Campus Police officers may request additional support from PCSO. PCSO is the contact agency for questions relating to our local sex offender registry. Community members may also access the Oklahoma Sexual Offender Registry at the following web address:
<http://www.doc.state.ok.us/offenders/offenders.htm>

The East Central University Police Department (ECUPD) maintains a close working relationship with the Pontotoc County Sheriff's Office (PCSO). The ECUPD staff also works with other law enforcement agencies on both a formal and informal basis. The Officers of ECUPD and PCSO communicate regularly on the scene of incidents that occur in and around the campus area and also when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary.

Emergency Notification Systems and Procedures

In the event of a serious incident which poses an immediate threat to members of the East Central community, the University has various systems in place for communicating information quickly to those individuals. Upon confirmation by the East Central University Police Department (ECUPD) or other authorized person, of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees occurring on campus, some or all of these methods of communication will be activated. These methods of communications may include activating Regroup, an emergency notification system utilizing email, text messaging and telephone voice messaging. Another

form of notification can come from the community public address sirens located on and around campus. The East Central University Website www.ecok.edu can also provide information.

Serious threats of this nature may involve weather, health, or personal safety situations. Based on the nature of the emergency the responsibility for assessing the severity of the threat begins with the ECUPD. Upon a determination by the East Central University Police, that a significant threat exists, ECUPD will promptly make a decision regarding emergency notification. The ECUPD will notify East Central Administration of events who will generally have the responsibility for preparing and disseminating emergency messages and updates.

Many factors are considered when assessing a situation to determine whether to activate one or more of the emergency communications systems and if so, the content of the message and whether to send the emergency message to all or some of the campus community. Among the factors to be considered is the nature and anticipated duration of the emergency situation and whether the emergency applies to a particular building or segment of the population or to the entire campus. The East Central University Police Department will make a decision without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Regular updates to the East Central community will be provided as they become available. The various notification systems are tested with Regroup being tested at least semi-annual, and the community public address are tested every Wednesday at 1300hrs on clear weather days.

Timely Warnings

The Clery Act requires that a Timely Warning be issued alerting faculty, staff and students of any incident that occurs on or in the community that poses a continuing threat to employees and students. It shall be the policy of East Central University to send a Timely Warning alert when an incident occurs on campus or in the community that poses a continuing threat to the safety or welfare of employees and students. Warnings and updates will be disseminated via various methods (e-mail, ECU web page, text notification, press release to local media, posters, flyers, memorandums, etc.) depending on the nature of the threat. If the threat does not pose a risk to the entire university community, the timely warning will be addressed to those community members who are subject to risk.

Evacuation Procedures

In any emergency situation or disaster at East Central University, one of the first actions to be taken in the analysis and first response to the situation will be a determination of any requirements for evacuation of any particular areas of the University. This determination will be based upon the type of emergency/disaster, the potential for increased risk and harm if evacuation is not implemented, and whether or not evacuation is necessary to safely conduct efforts to alleviate the emergency or disaster situation. Evacuation should only be conducted when necessary and when it is prudent in order to protect lives and to reduce the loss of resources.

Authority to implement evacuation rests with the President or his/her designee in the command and control structure for the emergency/disaster. However, if the situation warrants, on scene personnel may order evacuation of the immediate area in order to protect lives and reduce losses relative to the incident. Evacuation of a facility should be done quickly and in an orderly manner with management and supervisory personnel providing leadership and guidance for anyone who may be in the area of the facility.

Evacuation routes in each facility will be in accordance with the fire evacuation plan for that particular facility. If there are particular areas of campus to be vacated totally, those evacuations will be conducted by command center personnel or by on-scene personnel depending upon the situation and the requirements for evacuation.

The basic plan requires evacuation of the immediate area in which the emergency/disaster situation exists. Personnel should be relocated from the area of the incident to an area safely outside the realm of potential or possible impact, preferably upwind from the incident site. If there is the potential for explosion or other catastrophic event similar to that, personnel should be vacated at least a minimum of 1,500 feet with preferably 3,000 feet from the incident or event. All personnel within 1,500 foot radius of an event which may cause an explosion should be evacuated, and all areas upwind from any incident involving chemicals or toxic vapors should be evacuated. Evacuation will be based on the best judgment of the on-scene commanders and the best available information that can be made available to the President of his/her designee. Priorities for evacuation of the University will be to evacuate students, guests, and the general public first, followed by faculty, staff and emergency personnel.

Lockdown/Shelter-In-Place Procedures

In some emergency situations, evacuating the building/facility is not desired, and lockdown/shelter-in-place procedures are the best courses of action. A lockdown would typically be called for when some criminal element is threatening the campus, such as an active shooter, hostile intruder, or fugitive from justice. Shelter-in-place procedures would typically be called when some environmental element is threatening the campus, such as an airborne chemical plume or weather related event (like a tornado or ice storm). Despite these technical differences, the actions that personnel should take essentially remain the same. Once a lockdown or shelter-in-place command has been ordered, take the following actions:

- Stay inside the building you are in, even if you do not normally work or reside in that building.
- If you are in an outdoor location, proceed to the nearest building or other source of shelter.
- Close and lock exterior and interior doors to the greatest extent possible to maximize security. Also, close windows, blinds and drapes, and stay away from any objects that could fall or otherwise become projectiles.
- Terminate any on-going teaching activities (instruction, lab experiments, studio work, etc.), and turn off all local ventilation, fans, fume hoods, window air conditioners, etc.
- Be prepared to go to more secure locations, as directed by University personnel, and do not leave the building or secured area until and unless told to do so.

Community Services

Access to Campus Facilities

Access to campus buildings and grounds is a privilege extended to students, faculty members, staff members, and guests. With the exception of the residence halls, which are locked at all times, most campus facilities are normally open when classes are in session, or by special request coordinated with the East Central University Police Department. When class is not in session and when the campus is officially closed, all buildings are secured and only faculty, staff and students with proper authorization are allowed access. The general public may attend cultural and recreational events on campus; however access is limited to the facility in which the event is being held.

Escorts

Campus Police will escort any student from one campus location to another if they contact the office and report feeling unsafe between the hours of dusk and dawn. These escorts may be given in a Campus Police vehicle or on foot, by Campus Police officers or student employees.

Lockouts

Students are strongly encouraged to lock their rooms at all times. If a student is accidentally locked out of their room, they should first contact their housing representative for assistance. If a housing representative is unavailable the Campus Police personnel will grant them admittance after checking their official room assignment and photo identification. Students who lose their room keys should report the loss to the Housing and Residential Life Department so that their locks can be changed.

Campus Police Routine Responsibilities

Monitoring and Recording Off-Campus Crimes

Local law enforcement agencies regularly notify Campus Police of off-campus crimes that involve members of the East Central community. The Department's role in off-campus investigations is limited, but information is often shared and cooperative work regularly takes place. The East Central Code of Conduct prohibits violations of local, state, and federal laws; the University may take disciplinary action, independent of civil authorities, for activities that take place off-campus when the interests of the University are adversely affected.

Building Checks

Prior to securing a building at night, Campus Police officers will visually inspect its exterior, making note of any damage. Officers will also conduct an interior walk-through of all buildings in their entirety, ensuring that doors are secured, that fire safety equipment is present and in working order, and that there are no apparent safety, fire, or health hazards. This walk through includes mechanical rooms and a basic check of the building's heating and electrical systems.

All hazards and physical problems are referred to the Facilities Management for action during the next business day. Facilities Management personnel can be called in after hours to address serious situations.

Parking and Traffic Enforcement

The East Central University Police Department is responsible for regulating all vehicular traffic and parking on campus.

Video Monitoring System

East Central has installed a video surveillance system. The cameras record however the activity is not generally monitored in real time. The purpose of this system is to deter crime and assist in the apprehension of people who commit vandalism or other criminal acts.

Missing Persons Policy

In the event a person is reported missing from East Central University, every effort will be made to locate the person as soon as possible. The following steps will be taken:

1. Immediately refer the missing person(s) to the ECU Police Department by calling 580-559-5555.
2. Determine that the person is actually missing and the investigation shows the student has been missing for 24 hours.
3. Obtain all information needed to complete a report and enter the person in NCIC.
4. Alert area Law Enforcement that the person is missing.
5. Enter the person in NCIC as a missing person.

Allow students residing on campus to register confidential contact information in the event that the student is determined to be missing and advise students under the age of 18 that notification of a custodial parent is required after 24 hours have lapsed since the student is reported missing. This information is confidential and will only be accessed by authorized campus officials and law enforcement agencies.

For students who are not under 18 or are emancipated and have registered no contact, the appropriate law enforcement agency will be contacted and immediate action will be taken. If they have registered appropriate contact information, then those contacts will be notified.

General Policies

Drug and Alcohol Policy

University policy strictly prohibits the illegal use, possession, manufacture, dispensing or distribution of illegal drugs, controlled substances, beer or alcoholic beverages in the work place, on its premises, University housing, or as a part of any University-sponsored activity. All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student.

Sanctions for violation of this policy include, but are not limited to, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of East Central University. It should be noted by employees that they are also subject to the University's Drug-Free Work Place Policy. Employees are referred to that policy for additional sanctions. It is also

within the discretion of the University to refer any violations to the appropriate authorities for criminal prosecution.

Drug and Alcohol Educational Programs

Drug and alcohol abuse constitute a major problem in today's society. East Central University will confront this education problem by making information available to students, faculty, and staff of the institution. These educational efforts will provide a "viable" program derived from the following group of activities and services which are not intended to be all-inclusive, but supportive of the currently employed.

1. During beginning freshman orientation, new students to the college environment are made aware of the location of drug/alcohol related materials.
2. National Collegiate Alcohol Awareness Week activities are sponsored annually through the Student Activities Office.
3. Residence staff development programs contain sessions on alcohol and drug abuse. Residence Advisors can also provide advice and referral for counseling.
4. Sorority rush has a segment pertaining to drugs and alcohol.
5. Alternatives to drinking alcohol are presented to the Greek System via the all-Greek Council
6. Campus newspapers, bulletin boards, and other media are used to disseminate drug/alcohol information.
7. Academic courses, e.g., Drug Dependency and Personal Health, are currently offered.
8. Academic areas, e.g., Speech and Composition, are encouraged to support these efforts via class assignment.
9. Audio-visual materials, speakers, and seminars are available to all members of the university community.
10. Governmental drug agencies are invited to present programs.
11. Law enforcement agencies are encouraged to perform drug-training sessions on campus.
12. Student Advisors or Campus-associated Clergy can provide personal support for those wanting help in solving alcohol/drug problems.

Substance Abuse and Mental Health Services Administration; 1-800-622-HELP.

National Council on Alcoholism and Drug Dependence; 1-800-622-2255.

Cocaine Help line; 1-800-COCAINE.

Reach-Out Hotline (alcohol, drug crisis intervention, mental health and referral; 1-800-522-9054.

ECU Health Services/Counseling; (580) 332-8000

Addiction & Behavioral Health Center; (580)332-3001

Rolling Hills Hospital (Private hospital, East of Ada on Hwy. 1) 436-3600; 1-800-522-9505 (Help Line).

Domestic Violence, Dating Violence, and Stalking

The Oklahoma Penal Code, §21-644, defines domestic violence as any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

Dating violence occurs between two persons who are dating and who are not yet in a formal relationship. Characteristics of dating violence are physical behavior such as slapping, pulling hair, punching; threats of abuse such as threatening to hit, harm or use of a weapon; verbal abuse; emotional abuse; or other form of harassment.

The stalking policy applies equally to all members of the ECU community; students, faculty, administrators, staff, contract employees, and visitors. Actions resulting in charges of stalking under this policy may also be subject to criminal/civil sanctions independent of actions by the University. “Stalking” is defined as any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that 1) would cause a reasonable person or member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and 2) actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested. These behaviors could result in criminal charges.

Retaliation against reporters of any crime is prohibited by University policy and state and federal laws.

In the event of Domestic Violence, Dating Violence, and Stalking, the victim is encouraged to report the crime to the East Central University Police Department or any Campus Security Authority.

Sexual Harassment and Sexual Assault

Important Phone Numbers

EMERGENCY: 911

Campus Police Non-Emergency: (580)332-3875

Counseling Center: (580)559-5714

Family Crisis Center (580)436-3504

East Central University will not tolerate nor condone any form of sexual misconduct, whether physical, mental, or emotional in nature. This includes actions that are demeaning and includes, but is not limited to, rape (whether the victim does or does not know the aggressor, and including "date rape," "acquaintance rape," and "gang rape"), sexual assault, or sexual harassment. Where there is probable cause to believe that the University's policies prohibiting sexual misconduct have been violated, the University will pursue strong disciplinary action through its own student conduct system. Even if law enforcement and criminal justice authorities choose not to prosecute a particular matter, the University may still pursue the matter as a student misconduct matter warranting nonacademic disciplinary action by the University. Where it is determined that sexual misconduct is more likely than not to have occurred, University disciplinary sanctions can include suspension or expulsion.

Due to the sensitive and often violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and adjudication of alleged cases of sexual misconduct. It is possible that a particular action may constitute sexual misconduct even if not specifically mentioned in these examples:

1. "Rape" means all acts of sexual intercourse involving oral, vaginal, or anal penetration accomplished without consent and with a male or female (who may be of the same or opposite sex as the perpetrator).
2. "Rape by instrumentation" means any act in which any inanimate object or any part of the human body, not amounting to sexual intercourse, is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person.
3. "Sexual battery" shall mean the intentional touching, mauling or feeling of the body or private parts or any person in a lewd and lascivious matter and without the consent of that person. "Sexual battery" includes, but is not limited to, the touching of a person's genitalia, buttocks, or breasts.
4. "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:
 - a. submission to such conduct is made explicitly or implicitly a term or condition of leadership, membership in an organization, student social events, academic standing, or participation in any University activity;
 - b. submission to or rejection of such conduct by an individual is used as a basis for evaluation, particularly in making employment or academic decision affecting the individual; or

c. such conduct has the purpose or affect of unreasonably interfering with the other individual's performance or creating an intimidating, hostile, or offensive educational and University environment.

5. "Consent" means the positive cooperation in act or attitude pursuant to an exercise of free will. The persons consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. The determination regarding the presence or absence of consent shall be based upon the totality of the circumstances present in a particular case, including the context in which the alleged incidents occurred. Consent will not be implied from silence or passivity alone.

6. "Lack of consent" means:

- a. the victim has not given consent;
- b. the victim is incapable of giving consent because of mental, developmental, or physical disability, or lack of legal age of giving legal consent;
- c. force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person
- d. the victim is incapable of resisting or giving consent as a result of being intoxicated by alcohol, beer, or being under the influence of drugs; or
- e. the victim is, at the time, unconscious of the nature of the act.

Disciplinary Procedures in Alleged Cases of Sexual Misconduct: Due to the sensitive nature of this category of student misconduct, special procedures have been established. Refer to the Student Code of Conduct for procedures concerning Sexual Misconduct cases.

Sexual Misconduct Special Concerns: East Central University encourages the reporting of instances of sexual misconduct. To assure a proper balance between the rights and interests of the alleged victim of sexual misconduct and the alleged perpetrator of an act of sexual misconduct, and to encourage and foster a positive atmosphere for the prompt reporting and handling of all cases of alleged sexual misconduct, including encouraging alleged victims to testify and otherwise actively participate in the adjudication process, the following measures are adopted by the University for application to hearings regarding alleged instances of sexual misconduct:

1. Special Mandatory Rights in Cases Involving Alleged Sexual Misconduct

- a. The alleged victim shall be permitted to have a person or persons of his or her choosing accompany him or her throughout the disciplinary procedure.
- b. The alleged victim shall be permitted to be present during the entire disciplinary procedure (except during deliberations of the panel).
- c. The alleged victim shall have the right to be informed of the outcome of the hearing upon its conclusion by the panel.
- d. The alleged victim shall be allowed a change in academic and living situations, if those changes are requested by the victim and are reasonably available.

e. The person alleged to have engaged in sexual misconduct shall also be afforded all of the rights set forth.

2. Discretionary Procedures

Additionally, in the discretion of the panel reviewing a particular case, the following procedures may be deemed appropriate for use in conducting a review hearing regarding a case of alleged sexual misconduct. A panel shall have no duty to grant such measures in any case under review, but should consider the appropriateness of permitting such accommodations:

- a. The panel may, in its discretion, exclude evidence regarding the past sexual history of the alleged victim from discussion during the hearing. The past sexual history of the alleged victim with persons other than the alleged perpetrator shall be presumed irrelevant; and
- b. The alleged victim may be given the opportunity to make a statement to the panel regarding the impact that the alleged actions have had in his or her life and educational relationship with the University, if the alleged perpetrator is found to have engaged in sexual misconduct.

FACTS ABOUT SEXUAL MISCONDUCT

Some people have the wrong idea about sexual assault. They think the assailant was overcome with sexual desire, the victim was dressed too seductively or "asked for it," or that all victims wanted sexual contact.

These ideas assume that sexual assault is motivated by passion; it isn't.

Sexual assault is a violent crime, a hostile attack, an attempt to hurt and humiliate. Sex is only the weapon.

Sexual assault is a crime. In the state of Oklahoma, rape is defined as an act of sexual intercourse with a male or female without consent where force or violence is used or threatened. Sexual battery is the touching, feeling, or mauling of the body of another person without consent.

Sexual assault occurs with increasing frequency, but remains the most under reported crime in the criminal justice system. Nationwide, there is a rape every six minutes. A woman is beaten every 18 seconds; three to four million are battered every year. Three out of four women will be the victims of at least one violent crime during their lifetime.

In more than one-half of reported rapes, the rapist is an acquaintance, neighbor, friend, or relative. Acquaintance rape is less likely to be reported to the authorities than rape by a stranger. Acquaintance rape frequently occurs under circumstances where the victim, the attacker or both have been drinking or are intoxicated. The victim of an acquaintance rape may not recognize it as a crime or consider the incident a rape.

WHAT SHOULD YOU DO IF YOU'RE A SURVIVOR OF SEXUAL ASSAULT?

Giving in is a survival strategy; don't blame yourself! A rape threatening situation is a life threatening situation. Your only responsibility is to yourself; stay alive.

Many survivors of sexual assault don't know where to turn for help or what to do. You may be afraid or ashamed to talk to anyone or may want to act as though nothing has happened. If you've been assaulted, get help quickly.

IF YOU ARE RAPED

- * Go to a friend's house or somewhere you can get emotional support.
- * Seek medical treatment. DO NOT douche, bathe, shower, or change clothes before you go.
- * Report the rape to the authorities (this does not mean you must proceed with prosecution).
- * Seek counseling. Even if you don't report the rape or press charges, you should get counseling.

EMOTIONAL CONCERNS OF SURVIVORS

As a survivor of a violent crime, you will probably experience strong emotional reactions.

- * You may feel guilty because society has conditioned you to believe you "asked for it", or you did not do enough to fight off your attacker.
- * You may feel angry and take it out on those you love.
- * You may feel afraid that your attacker will come back.
- * You may feel ashamed of what has happened to you.
- * You may feel helpless because it seems you have lost control of your life.
- * You may feel unclean, even after bathing.
- * You may not be able to sleep; you may have terrible nightmares.
- * You may find your eating habits changing.
- * You may not be able to resume your normal sexual relationships.
- * You may have trouble concentrating and making decisions.
- * You may cry uncontrollably.

HELPING THE SURVIVOR

Believe the survivor. People rarely make up stories about being a sexual assault victim.

- * Let the survivor know you want to listen. How you listen matters more than what you say. Don't interrupt; let stalls and silences happen. Show interest, nod, maintain eye contact, repeat back. Let the victim know you care. Express sympathy ("I'm very sorry this happened to you"), empathy ("It must have been frightening for you"), and concern. Acknowledge that the survivor is blameless. The survivor may have used poor judgment, but no one deserves to be raped. Avoid blaming language.
- * Be patient; survivors may feel the need to talk about the assault repetitively or may not feel able to talk to you at all.
- * Let the survivor control the situation and who is informed about the assault. The victim needs to regain control; encourage him or her to make as many choices as soon after the event as possible. Respect confidentiality when discussing the assault, use a private location. Even if you disagree, respect the survivor's right to choose the course of action; offer (but don't impose) choices.
- * Realize that you will have strong feelings about the assault; seek counseling for yourself. Avoid communicating your biases and negative emotions to the survivor.

WHAT HAPPENS IF YOU CALL THE POLICE?

First, they will make sure you are safe. They'll help you get to the hospital and will place you in touch with counseling providers. A police officer will question you about what happened. Female officers and investigators are usually available if you'd prefer. This interview may take place before, while, or after you visit the hospital. Other officers will examine the place where the attack occurred to collect evidence. You'll speak with a trained sexual assault investigator soon after the attack. This investigator will review your earlier statement and may ask very specific questions. If your attacker was a stranger, you may be asked to look at photographs of prior offenders or to help a police artist prepare a sketch of your attacker. As the investigation progresses, the police will remain in touch and keep you abreast of developments. If a suspect is located, you will be asked to confirm the identification through means that prevent the suspect from seeing you.

WHAT HAPPENS AT THE HOSPITAL?

At the hospital, you'll be given a medical examination to make sure you are all right and to collect medical evidence. This evidence will be needed if you decide to pursue prosecution and is only available immediately after the attack. If you wish, a rape response advocate is available to stay with you during the exam to provide support.

At your request, the doctor can also check for pregnancy and give medication to prevent sexually-transmitted diseases. It's important that you have a follow-up exam to ensure you don't later develop such a disease. The hospital staff can also refer you to appropriate counseling resources.

WHAT HAPPENS IF YOU CHOOSE TO PROSECUTE?

Whether to prosecute is up to you. For situations where the attacker is a student at the university, institutional disciplinary proceedings are an option in addition to or instead of the regular criminal prosecution system; again, the venue for prosecution is up to you. Ultimately you must appear in court in order to prosecute the offender. It takes courage to report and prosecute a sexual assault, but it is the only way to stop the assailant and may help you regain your sense of control.

Crime Statistics policy and procedures

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the East Central University Police Department in coordination with East Central campus security authorities and local law enforcement agencies annually gather statistical information and reports these combined statistics to the United States Department of Education.

General Definitions for Reported Statistics

The following definitions are used to report crimes listed in accordance with the Federal Bureau of Investigation Uniform Crime Reporting Guidelines.

- Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter: The killing of another person through gross negligence.

- Robbery: The taking or attempting to take anything of value from the care, custody or control of another person or persons by force or threat of force or violence and/or putting the victim in fear.
- Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Some examples of severe or aggravated bodily injury are wounds requiring stitches, broken bones and internal injuries.
- Burglary: The unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.
- Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Reportable Hate Crimes: Any of the above crimes and any other crime involving bodily injury if the crime is motivated by hate. Hate crimes are defined as being those crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.
- Illegal Weapons Possession Violations: The violations of laws and ordinances dealing with weapons offenses.
- Drug Abuse Violations: Violations of Federal, State and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs or marijuana.

Liquor Law Violations: The violations of State laws or local ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, furnishing liquor to a minor; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

Sexual Assault Definitions for Reported Statistics

- Sex Offenses – Forcible: Any sexual act directed against another person, forcibly and/or against that person's will, where the victim is incapable of giving consent.
- Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Forcible Fondling: The touching of private body parts of another person for the purpose sexual gratification, forcibly and/or against the person's will, or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes "indecent liberties" and "child molesting."
- Sex Offenses – Nonforcible: Unlawful, nonforcible sexual intercourse includes the following:

- o Incest: Nonforcible sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited.
- Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent

Hate Crime Statistics

The University reports hate crimes precipitated against individuals or groups when the motivating reason, in whole or part, can be attributed to race, gender, religion, sexual orientation, ethnicity, or disability bias. In addition to murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson, the University also reports hate crimes attributed to larceny, simple assault, intimidation, and criminal mischief.

A **hate crime** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Although there are many possible categories of bias, under Clery, only the following six categories are reported:

- Race. A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (eg., Asian, blacks, whites).
- Gender. A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- Religion. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g. Catholics, Jews, Protestants, atheists).
- Sexual Orientation. A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (eg. Gays, lesbians, heterosexual).
- Ethnicity/national origin. A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (eg., Arabs, Hispanics).
- Disability. A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Total Crimes Reported For:	East Central University						Non-Campus			Public Property			Total		
	2016		2017		2018		2016	2017	2018	2016	2017	2018	2016	2017	2018
Offense Type	Res	Non-Res	Res	Non-Res	Res	Non-Res									
Murder	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
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	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	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	5	2	2	2	4	0	0	0	0	0	0	5	4	6
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0
Dating Violence	0	0	1	0	1	0	0	0	0	0	0	0	0	1	1
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes (by prejudices)															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Arrests/Referrals for Selected Offenses															
	East Central University						Non-Campus			Public Property			Total		
Offense Type	2016		2017		2018		2016	2017	2018	2016	2017	2018	2016	2017	2018
	Res	Non-Res	Res	Non-Res	Res	Non-Res									
Liquor Law Violations															
Arrest	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations															
Arrest	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0

Referral	3	0	3	0	4	4	0	0	0	0	0	0	3	3	8
Weapon Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence															
Arrest	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0
Referral	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Dating Violence															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	1	0	1	0	0	0	0	0	0	0	0	1	1
Stalking															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Personal Safety Tips

Traveling Off-Campus

- Park in well-lit heavily populated areas
- Trust your instincts when something doesn't feel right
- Be aware of your surroundings
- If you have a cellular phone have it turned on and easily accessible
- Do not leave valuable items visible in your vehicle
- Walk with others whenever possible
- Check the back seat of your vehicle before entering
- Report all suspicious behavior to local law enforcement authorities

In the Event of Fire

- Remain calm
- Dress warmly, get your keys, and evacuate the building promptly
- Activate the building fire alarm or notify Campus Police immediately
- If a door is warm, do not open it
- If you are trapped in a room, seal the door and signal from a window.

PREVENT System

- P**revention is the most effective means of fighting crime
- R**ecord the description of suspicious persons, do not confront them yourself
- E**scape is the primary objective if you are in a dangerous situation
- V**alue your safety and the safety of others
- E**mploy common sense and awareness in your day-to-day activities
- N**otify Campus Police if you are the victim of a crime or witness one
- T**elephone 911 for any Emergency

Annual Fire Safety Report

Fire Safety

Fire safety is one of the most important "safety" considerations on any college/university campus, in part because it is not just some minor program managed by a single administrative department. Rather, it is a complex system that concerns itself with both the design/maintenance of the many structures that make up the East Central University campus, as well as the behaviors of every student, employee and visitor.

Fire Drills

The conducting of fire drills is one of the University's many fire safety obligations. East Central conducts at numerous residential and building fire alarm drills and tests annually.

Student Housing Fire Statistics	2016	2017	2018
What percentages of student housing sleeping rooms are equipped with smoke detectors?	100%	100%	100%
What percentage of dorm rooms are sprinkler protected?	45%	45%	45%
How many false fire alarms occurred?	9	13	14
Housing fire alarm systems transmitted to Pontotoc County Central Dispatch and monitored.	85%	85%	85%
Fire Drills conducted in student housing per year?	3	3	3
How often are fire inspections conducted in student housing?	Annually	Annually	Annually
How many actual fires occurred in student housing?	0	0	0
What percentages of RA's and housing directors receive fire training?	100%	100%	100%
How many attempted Arsons were in student housing?	0	0	0

FIRE SAFETY AT EAST CENTRAL UNIVERSITY "A LAYMAN'S GUIDE"

FIRE SAFETY is not just some service provided by an on-campus office or the local Fire Department, nor is it something that is purely tied to a building's design (i.e. smoke/heat detectors, sprinklers, fire extinguishers, etc.). Rather, it is a combination of these AND each employee's and student's behaviors with regard to controlling/minimizing fire hazards in the first place. In other words, policies can be written, appropriate engineering and design practices can be implemented, and drills can be performed, but this is all irrelevant if the East Central community fails to act in a responsible manner with regard to fire safety issues. This "layman's guide" is not designed to be a formal policy document that outlines all of the fire safety compliance obligations on behalf of the University and its many constituents. Rather, it is a communication tool that hopes to bridge the gap between those compliance obligations and our collective behaviors as an institution, so as to 1—both minimize our susceptibility to fire safety hazards, and 2—improve our performance during the state mandated campus-wide fire safety inspections

- 1. Building Detection/Suppression/Protection Equipment** Individual buildings on campus, and their occupants, are protected from fires through 2 general strategies. The 1st is the equipment designed to detect and suppress fires, including smoke, heat, and carbon monoxide detectors, as well as sprinkler systems and fire extinguishers. Beyond the incredible amount of effort that goes into maintaining the thousands of detectors and hundreds of sprinkler/extinguisher systems on campus, there is much that the community can also do to keep these systems maximally operable:

Smoke/Heat Detectors

These devices must be free to monitor ambient air conditions without obstruction.

They should never be touched or tampered with, in a fashion that impairs their monitoring capabilities.

Be careful when generating dusts (like vacuuming) or mists (like using hairspray or taking long showers) since detectors may interpret fine aerosols as smoke.

Sprinkler Systems/Heads

These devices—heads and associated piping—must not be obstructed in any fashion (like by hanging objects);

Further, nothing should be stored (like boxes/papers on shelving) within 18” of a sprinkler head.

Fire Extinguishers

These devices must not be obstructed in any fashion (like by staged objects in front of cases, or on the extinguisher itself).

Further, these devices should only be used by properly trained personnel, and are only intended to respond to “incipient” fires, not full scale firefighting.

The 2nd type of fire protection equipment maintained by college buildings includes those devices which serve to 1—notify occupants that a potential fire/fire condition exists, 2—direct occupants to their evacuation routes, and 3—control the spread of the fire/fire conditions. These include fire alarm pull stations, audible/visual alarms, exit/egress signage, and fire/smoke doors.

Audible/Visual Fire Alarms

These devices must not be obstructed in any fashion (like by staged/hanging objects).

Evacuate whenever the alarm system is initiated.

Fire Alarm Pull Stations/Panels

These devices must not be obstructed in any fashion (like by staged/hanging objects).

Use the pull station if you see or suspect that there is a fire or fire condition, or in any other circumstance where emergency responders (Campus Police) is needed, and other means of communication are unavailable.

Exit/Egress Signage

It is critically important (especially to those not familiar with a building) for exit/egress signage to be visible, unobstructed, and not tampered with, as they direct evacuating personnel to a means of egress.

Fire Doors

Fire doors are normally on self-closing devices, and they may or may not have magnetic hold opening devices that keep the doors open during non-emergency conditions.

You can also tell if your door is a fire door by a small metal template on the inside door jamb.

- 2. Combustible/Other Storage Practices** Anything that can burn, from clothing to books to boxes on a shelf, is considered a combustible. While no one expects every dorm room, office space and storage area to be neat and completely devoid of “clutter” at all times, a number of practices routinely result in fire safety violations, as follows:

Office Practices

Offices which store combustible material (like paper work, books, boxes, etc.) beyond the capacity of existing shelving space, are citable fire safety violations if such practices either: constitute an excessive fire load to the space, or would impede an occupant’s ability to evacuate in the event of a fire/alarm signal. Minimize combustible storage on office floors, or find more suitable storage locations outside of your office.

Dorm Room Practices

Decorative wall or ceiling hangings (like tapestries, tie-dye fabrics, flags, cloth articles, beer banners, etc.) that are combustible in nature, are forbidden from being staged in a student’s living quarters or common spaces.

The only acceptable decorative wall/ceiling hangings include simple paper posters, or any of the articles from above which are either non-combustible by design (with a stamp/label to prove it) or those that are made non-combustible by shielding within a glass picture case.

Other Storage Practices

Miscellaneous materials, whether they are combustible or not, may never be stored in such a way as they obstruct or block an emergency exit/egress.

Further, combustible materials may never be stored in mechanical spaces, such as boiler rooms, electrical panel closets, and attics with air handling equipment/ductwork.

- 3. Electrical Equipment/Devices/Appliances**

All electrical equipment/devices/appliances must be UL listed and otherwise in good working condition. Further information regarding what is allowable in housing can be found

[Housing and Residence Life Policy Handbook](#)

Responses to Fire Alarms (In General)

Although the college spends considerable time and resources to maintain and upgrade its fire detection and suppression equipment on campus, errant alarms will occur. They may be false alarms (where a detector or pull station is accidentally or purposefully activated), or they may be true alarms for errant reasons (where a smoke detector activates following exposure to steam).

Further, the college is required to perform up to 4 fire drills every year, depending upon the building design and its occupancy type. While the department’s of Campus Police and Facilities Management work very hard to minimize the number of false and errant alarms, it is very important for all students and employees to react to each and every fire alarm as if it’s the “real

thing”. For fire alarms where the cause is not known, adhere to the guidance contained in this section. If the fire alarm is for a true fire or smoke condition, follow the guidance in the next section.

Resident Assistants and Students

Resident Assistants must communicate to the students they are directing as to where their respective “initial gathering points” are (building specific) so that a common muster point is identified for accountability purposes.

Building Designated Persons and Employees

Similarly, Building Designated Persons must communicate to the employees and occupants of the building they represent as to where their respective “initial gathering points” are (building specific) so that a common muster point is identified for accountability purposes.

4. Responses to True Fires or Smoke Conditions Indicative of a Fire

Immediately report the fire to Central Dispatch 911 or to Campus Police (580)332-3875 or activate a nearby fire alarm pull station if one is accessible. Remain calm, turn lights on, and dress appropriately.

If your door is cool to the touch:

- o First close any open windows in your room, then open door slowly.
- o Evacuate the building via designated emergency egress routes. Do not use elevators!
- o If there is smoke or heat, crawl on your hands and knees.

Proceed to the INITIAL GATHERING POINT to await further instructions.

If door is warm, DO NOT OPEN IT!

- o Seal the space under the door with a towel.
- o Open window, hang a sheet or towel out of the window, and close it.
- o Open window at regular intervals to announce your location, and then close it.

5. Responsibility for Fire Safety, and Conclusions

As alluded to above, fire safety at East Central University is the responsibility of every student and employee. Adherence to no one single fire safety strategy is capable of eliminating every fire hazard. Only by a combination of design/engineering controls, safe working/learning/living practices, and appropriate student/employee behaviors, may East Central community minimize its collective risks to fire hazards in the first place.

Failure to follow the guidance contained in this document puts your lives and the lives of your fellow students and co-workers at risk. Additionally, non-conformance with the fire code may result in formal violations/citations against the university. While the purpose of this document, again as noted, is to be educational and informative regarding fire safety considerations, every employee and student should realize that the university is legally and morally obligated to promote and manage fire safety accordingly. While “engineering and education” is the preferred methodology for achieving this goal, the university must take appropriate action against those who purposefully or willfully disregard fire safety, including but not limited to the following:

Disciplinary action up to and including expulsion for students and termination for employees who tamper with or otherwise disregard the fire safety equipment, policies and training they are afforded.

Smoking Policy

The Oklahoma Smoking in Public Places and Indoor Workplaces Act, 63 O.S. §§ 1-1523; 1-1525, et seq., requires East Central University to adopt policies regulating smoking in facilities owned, leased, or under their control. The Act prohibits the possession of lighted tobacco in any indoor place used by or open to the public, public transportation, or any indoor workplace, except where specifically allowed by law. In accordance with 21 O.S. §1247, all campuses, buildings and grounds, or portions thereof, owned or operated East Central University be designated as tobacco free, including smoking or smokeless tobacco.

It is the intent of East Central University to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, East Central University is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited (this includes e-cigarettes and vaping devices).

Open Flame

Sources of open flame such as but not limited to incense and candles are not permitted in residence hall or anywhere on campus without special permission from the President or his/her designees.

Future

Although we believe that our low incidence of crimes and fires will continue, this report is not intended to give you a false sense of security. You need to know that crimes and fires can and will occur, but that prevention efforts can be effective in reducing these occurrences. You play a key role in our prevention efforts. As a whole the institution will continue to adopt best practices and implement those to lessen the chances of crimes and fires.