OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3048 SAFETY AND SECURITY OF STUDENTS, EMPLOYEES AND VISITORS

1.0   PURPOSE
        The safety and security of students, employees and visitors is a priority of Oklahoma City
        Community College ("OCCC"). The procedures and services detailed herein are
        designed to promote a safe and secure environment.

2.0   NOTIFICATIONS
        This section sets forth notification procedures related to security, health emergencies,
        tornado warnings, bomb threats, and weather conditions.

        2.1   In the event of an actual emergency, students, employees and visitors of the campus
                will be notified without delay. The Oklahoma City Community College Campus
                Police Department (OCCC CPD) will issue an "Emergency Notification" by means
                which may include the Campus Alert Notification System, e-mail, public address
                systems, bull horns, social media and personal direction from school officials. The
                "Emergency Notification" will be activated immediately upon confirmation that a
                dangerous situation or emergency exists or threatens.

        2.2   The Campus Alert Notification System ("CAN") is a comprehensive alert
                notification system for all currently enrolled OCCC students, faculty, and staff,
                which contains paging and mass notification systems to provide graphic, text, SMS
                messaging, and audio notifications across the campus community for emergency
                alerts. The system is designed to quickly communicate information regarding
                emergency situations on campus and any campus closures that may be necessary.

                2.2.1   Students and Employees are encouraged to access their account by visiting
                        the   Campus   Alert   Notification   System   page:
                        http://www.occc.edu/can/index.html.

        2.3   For an ongoing or continuing criminal threat to OCCC students, employees and
                visitors either on or off campus, the OCCC CPD and Marketing and Public
                Relations will utilize appropriate components of the Campus Alert Notification
                System to issue a "Timely Warning" pursuant to the OCCC Timely Warning Policy
                as soon as pertinent information becomes available.

3.0   SECURITY SERVICES
        3.1   Security and law enforcement services are provided by the OCCC CPD, which
                operates twenty-four hours a day, every day of the year. The OCCC CPD
                responsibilities include, but are not limited to:
                3.1.1   responding to, reporting, and investigating criminal activity,
                3.1.2   preventing crime on campus property,
                3.1.3   monitoring fire alarm systems,
                3.1.4   providing emergency first aid,
                3.1.5   enforcing traffic and parking regulations,
                3.1.6   performing safety inspections,

3.1.7 providing safety training,

3.1.8 managing hazardous materials and

3.1.9 providing assistance to students, employees, and visitors.

3.2 The OCCC CPD employs sworn, commissioned peace officers, who have full police authority within the statutory jurisdiction of the campus properties, as well as those areas covered under the concurrent jurisdiction agreement with the City of Oklahoma City. This authority derives from Title 74 of the Oklahoma State Statutes, sections 360.15, 360.16, 360.17, 360.18, 360.19, 360.20, and 360.21.

3.3 OCCC CPD police officers have the authority to make arrests in accordance with Title 22, Section 187.1, of the Oklahoma State Statutes. OCCC CPD also employs campus security officers who are designated by a different uniform from the campus police officers. The security officers possess the same arrest authority of any private person, and they may detain persons suspected of criminal activity. The authority to make an arrest as a private person derives from Title 22 of the Oklahoma State Statutes, section 202.

3.4 OCCC has entered into a Concurrent Jurisdiction agreement with the City of Oklahoma City. OCCC CPD officers have full statutory jurisdiction on all campus properties and on the public roadways directly bordering the campus properties at Main Campus and the Family and Community Education Center (FACE).

3.5 In furtherance of the department's mission, the OCCC CPD maintains good working relationships with the Oklahoma City Police Department, the Oklahoma County Sheriff's Office, the Oklahoma Highway Patrol, the Federal Bureau of Investigations, the Oklahoma State Bureau of Investigations and the Oklahoma County District Attorney's Office.

3.6 The OCCC CPD requests assistance from the Oklahoma City Police Department when appropriate. All criminal activity will be reported as an incident by either the OCCC CPD or the Oklahoma City Police Department, or both. Certain Part I crimes and Part II crimes involving crimes against persons (see the FBI Uniform Crime Reporting) will be referred to the Oklahoma City Police Department for investigation.

3.7 To report a crime, or other issues involving personal safety or security, one should contact the OCCC CPD by calling 405-682-7872, or by using the Emergency Call Boxes located in parking lots and common travel areas of campus. The emergency button on any campus telephone or any of the red Emergency Boxes located in interior areas of the campus buildings are also available for use in reporting a crime. All students, faculty and staff are encouraged to download the smartphone application that is currently known as the "OCCC Shield." "OCCC Shield" gives individuals ready access to report crimes, suspicious activity and any other emergency.

3.7.1 Students, employees and patrons are encouraged to report to the OCCC CPD, or the Oklahoma City Emergency Communications Center (911) any;

3.7.1.1 Criminal activity

3.7.1.2 Strange or suspicious persons, vehicles or articles

3.7.1.3 Persons in need of medical assistance

3.7.1.4 Structure or vehicle fires

3.7.1.5 Other emergency

3.7.2 Upon receiving a call for service, an officer will immediately respond and take appropriate action. If such action includes an official report, copies will be available to the victim upon request, subject to the Oklahoma Open Records Act provisions that regulate Law Enforcement Records. Detained or arrested offenders will be handled through the state or municipal criminal justice system, and appropriate notifications will be made to persons administering OCCC's Title IX (see College Policy No. 1012), or the Student Conduct Code (see OCCC College Policy No. 5076) or other applicable OCCC investigatory and/or discipline process.

3.7.3 A criminal investigation will be opened by the OCCC CPD in response to any reported criminal offense.

4.0 HEALTH EMERGENCY

4.1 Emergency medical care and first aid treatment can be obtained by pressing the emergency button on any campus phone, by using one of the Red Emergency Phones inside most building entrances, or by using any of the exterior Emergency Call Boxes located in all campus parking areas. The Campus Police Department is the point of contact for medical emergencies and can be contacted by external phone by dialing 405- 682-7872 or 405-682-1611 (ext) "7747". OCCC CPD personnel will contact 911 and provide response directions to emergency responders as soon as a medical emergency is reported.

5.0 TORNADO

5.1 OCCC is not a storm shelter and does not sanction campus facilities as a shelter nor will OCCC be opened to provide shelter during any non-operating hours. The Campus Police Department provides important information on severe weather conditions and safer areas in all facilities if severe weather threatens or poses an immediate threat to the campus.

5.1.1 When conditions indicate severe weather, the OCCC CPD will monitor the weather conditions and official reports, watches and warnings in the immediate area of OCCC. Any potential severe weather conditions will be reported to the Executive Vice President or designated representative.

5.1.2 The OCCC President or designated representative, will be notified by the Executive Vice President or designated representative when OCCC is under a tornado watch or warning.

5.1.3 In the event severe weather conditions pose an imminent threat to any OCCC facilities or events, an announcement to move to designated safer areas will be made utilizing all aspects of the Campus Alert Notification system.

5.1.4 All students, employees and visitors should immediately go to the closest designated safer area.

5.1.5 The OCCC CPD will be responsible for notifying the appropriate administrative personnel including staff at the FACE Center and the Library.

5.1.6 Crowd control will be the responsibility of personnel from the OCCC CPD, Facilities Management and designated floor captains.

5.1.7 All persons, except those appointed to specific duties, will be required to remain within the designated safer areas until the "All Clear" is announced.

5.1.8 The telephone switchboard will be placed on night service.

5.2 TORNADO SIRENS

5.2.1 The City of Oklahoma City ("OKC") operates a citywide Outdoor Warning Siren ("OWS") network. The OKC OWS is only used to signal the issuance of a tornado warning by the National Weather Service ("NWS") for the county in which the siren is located. In the event of the sounding of OWS siren, the OCCC CPD will determine if the storm threat is imminent to OCCC based on the location of the storm.

5.2.2 The OCCC CPD will monitor the weather and when the storm threat is imminent, Marketing and Public Relations will issue an alert through the Campus Alert Notification system. Directions to take or not to take shelter will be provided based on the location of the storm and its projected path in relationship to the campus.

5.2.3 OCCC students, employees and visitors are urged to monitor the campus messaging system in the event of OWS activation.

5.3 CAMPUS SAFER AREAS

5.3.1 Specific areas of the campus facilities have been identified as safer areas for use during a tornado warning. Safer areas are identified below by sections of the campus.

5.3.2 If unable to make it to a designated safer area, proceed to the lowest level of the building, avoiding spaces with windows; close doors between the refuge area and adjacent windowed areas to limit flying debris. Enclosed interior stairwells are suitable safer areas only if a designated safer area cannot be reached. To allow persons on upper floors to reach a designated safer area, do not fill and block stairwell access to the lower level at any time.

5.4 OUTDOORS

5.4.1 All students, employees, and visitors should attempt to reach a campus building immediately. If there is not time to escape or find a suitable protective area, lie flat and face-down on low ground, protecting the back of your head with your arms. Use of a vehicle for shelter is not recommended. Get as far away from trees and cars as possible to avoid injury. Avoid areas subject to rapid water accumulation or flooding in heavy rains.

5.5 MAIN BUILDING (MB)

5.5.1 All students, employees, and visitors in the Main Building, College Union Area, Transportation Technology Center, and Science, Engineering and Math ("SEM") Center, should go immediately to the lower level area hallway between entrance MB3 and the Biotechnology & Bioinformatics area. This safer area includes Student Support Services, Student Life, Student Employment and Testing Assessment Services. If unable to make it to this location safely, proceed to the lowest level of the nearest fire stairwell. The entire hallway and classroom area of the Biotechnology & Bioinformatics area is also a safer area. However, the glass exterior

doorways and foyers are not suitable safer areas and should be avoided. OCCC floor captains and staff will provide assistance in locating these areas.

5.6   HEALTH PROFESSIONS CENTER (HPC)

    5.6.1   All students, employees, and visitors in the Health Professions Center ("HPC") should go immediately to the lower level area hallways of the HPC back and away from the glass outer doors and the ambulance trainer. OCCC staff and floor captains will provide assistance in locating this area.

5.7   ARTS AND HUMANITIES CENTER (AH)

    5.7.1   All students, employees, and visitors in the Arts and Humanities ("AH") Center should go immediately to either the lower level area hallways of the Health Professions Center ("HPC") back and away from the entrance doors or the lower level area hallway of the Main Building ("MB") between entrance MB3 and the Biotechnology & Bioinformatics area. This safer area includes Student Support Services, Student Life, Student Employment and Testing Assessment Services. The entire hallway and classroom area of the Biotechnology & Bioinformatics area is also a safer area. The glass exterior doorways and foyers are not suitable safer areas and should be avoided. OCCC staff and floor captains will provide assistance in locating these areas.

5.8   VISUAL AND PERFORMING ARTS CENTER (VPAC)

    5.8.1   All students, employees, and visitors in the Visual and Performing Arts Center ("VPAC") should go immediately to the Production Studio, Theater hallways or stairwells. OCCC floor captains and staff will provide assistance in locating these areas.

5.9   SOCIAL SCIENCES (SSC) AND RECREATION AND FITNESS

    5.9.1   All students, employees, and visitors in the Social Sciences Center ("SSC"), Aquatics Center ("AC"), Wellness Center ("WC"), and Gymnasium should go immediately to south end of the SSC hallway into rooms 1H11, 1H12, 1H13, & 1H10 or the Wellness Center Men's and Women's locker rooms and hallways, or the south end of the Gymnasium. OCCC floor captains and staff will provide assistance in locating these areas.

5.10   KEITH LEFTWICH MEMORIAL LIBRARY

    5.10.1   All students, employees, and visitors in the Library should go immediately to the lower level north and south fire stairwells, men's and women's restrooms, library employee break room or the technical librarian's room. OCCC floor captains and staff will provide assistance in locating these areas.

5.11   FAMILY AND COMMUNITY EDUCATION CENTER (FACE)

    5.11.1   All students, employees, and visitors located in the Family and Community Education ("FACE") Center should go immediately to the lowest level of the building. The ramp to access all basement classrooms and the common basement area is located behind the reception area at the main entrance. FACE Center floor captains will provide assistance in locating these areas.

    5.11.2   Access and escort of children to the safe area will be the first priority of the FACE Center staff and the OCCC CPD. Students and visitors will not have

access to the areas utilized by the children under the care of the Child Development Center Lab School ("CDCLS") Staff. Campus Police staff will maintain the segregation of all children in the care of the CDCLS in the safer area.

5.12   JOHN MASSEY CENTER (JMC)

5.12.1 All students, employees, and visitors in the John Massey Center ("JMC") should go to room 131 or room 106 (File Room). Room 131 is accessible to all persons from the south hallway. Room 106 (File Room) is accessible to all JMC staff from either hallway running the length of the building. OCCC floor captains and staff will provide assistance in locating these areas.

5.13   PROFESSIONAL DEVELOPMENT INSTITUTE (PDI)

5.13.1 All students, employees and visitors in the Professional Development Institute ("PDI") should go to the men's or women's restroom in the main east/west hallway adjacent to the main entrance, classrooms 120, 127 or 129, or the break room (109).

6.0   BOMB THREAT

6.1   The following procedures will be followed in the event a bomb threat is communicated to OCCC in any format or through any conveyance.

6.1.1   The recipient of a bomb threat shall immediately contact the OCCC CPD. The OCCC CPD will then establish communication with the OCCC President and Executive Vice President or their designees.

6.1.2   The determination to evacuate any or all OCCC facilities will be made after consultation with the OCCC President and Executive Vice President or their designees. The Chief of Police or designee has the authority to request the assistance of the Oklahoma City Police and/or Fire Department. The OCCC Campus Chief of Police may if the threat warrants, order the evacuation of any or all OCCC facilities without consultation with other campus officials. The Chief of Police will as soon as possible notify the OCCC President and President Cabinet members of the decision to evacuate any or all parts of the campus. The announcement to evacuate facilities will be made utilizing the Campus Alert Notification System, e-mail, public address systems, bull horns, social media and personal direction from school officials.

6.1.3   With the exception of persons assigned specific bomb threat response duties, all students, employees, and visitors will turn off all electronic equipment in their areas and immediately leave the building.

6.1.4   Crowd control is the responsibility of the Campus Police Department and Facilities Management. All persons not assigned bomb threat response duties will be moved to a distance of two hundred yards or more from the buildings. Only authorized personnel and vehicles will be allowed in the immediate area of the buildings.

6.1.5   The Chief of Police and/or the Executive Director of Facilities Management will assign personnel responsible for searching OCCC facilities. If assistance of the Oklahoma City Police Department is requested, a mutually agreed upon Incident Commander will be identified.

6.1.6   All campus radio communications shall cease immediately.

6.1.7   All campus cell phone communications shall cease immediately.

6.1.8   A command post or control center will be established and directed by the designated Incident Commander. The command post will be manned by the Incident Commander, the, the Executive Director of Facilities Management, the Executive Director of Marketing and Public Relations, the Director of Emergency Planning and Risk Management, and any other designated campus personnel deemed necessary to respond to the threat or return the campus to normal operations on establishment of an ALL CLEAR. All reports of suspicious objects will be communicated to the Command Post utilizing the hard line campus telephone system.

6.1.9   All inquiries by the media will be directed to the Public Information Officer at the Command Post.

6.1.10 After the campus has been released for occupancy, the "All Clear" will be announced by the Incident Commander. Students, employees, and visitors will then be allowed to re-enter the affected campus facilities.

7.0 FIRE EMERGENCY

7.1   Fire safety system and devices utilized on the OCCC campus include emergency fire exits, manual fire alarm pull stations, fire extinguishers, and exit routes.

7.2   The automated campus fire system is designed to detect and react to indications of a fire. There may be circumstances where the automated system has not reacted to a fire and it is detected by a student, employee, or visitor. If a fire is detected by a student, employee, or visitor, the following actions should be taken:

7.2.1   Depress the emergency button on a college phone and report the fire at the location and then exit the area, or

7.2.2   Manually activate a pull station (located at all exits) upon exiting the building.

7.3   If the fire alarm sounds:

7.3.1   All students, employees, and visitors in the immediate area are to proceed to the nearest fire exit and evacuate the building following the designated exit route.

7.3.2   Individuals will be notified by the OCCC CPD when it is safe to re-enter the facilities affected by the alarm and evacuation.

8.0 WINTER WEATHER

8.1   Cancellation of College Activities/Closing the Campus

8.1.1   In the event that it is determined that existing or anticipated weather conditions will pose an unreasonable threat to the safety of students, employees, or visitors, the Executive Vice President, in consultation with the President, will cancel College activities and may close the Campus.

8.1.2   OCCC CPD will monitor weather reports and conditions and communicate with the Executive Vice President in time for a class cancellation or campus closing. A decision is generally reached by 5:00 a.m. for day classes and generally by 2:00 p.m. for evening classes.

8.1.3   When a decision is reached by the Executive Vice President, or designated representative, the following steps will be taken:

8.1.3.1 The Executive Vice President will notify the Executive Director of Marketing and Public Relations of any closing decision.

8.1.4 The Executive Director of Marketing and Public Relations will:
8.1.4.1 Notify the media of the cancellation of business operations and any available details related to the extent of the closure.
8.1.4.2 Notify employees and students of the details of the cancellation utilizing the CAN system.
8.1.5 The Executive Vice President or a designated representative will contact members of President's Cabinet. Each President's Cabinet member is responsible for contacting appropriate persons in the departments under their supervision.
8.1.6 The campus closure announcement issued through the Campus Alert Notification system may contain employee reporting information. Employees with essential job functions related to securing or returning the campus to operational capability may be directed to report for work.

9.0 DISTURBANCES/THREATS
9.1 In the event a disturbance occurs in a classroom or any other part of the campus or in an OCCC facility, any employee, student or visitor witnessing the disturbance shall take the following actions:
9.1.1 Call the Campus Police Department immediately.
9.1.2 Push the "emergency" button located on each classroom or other campus phone.
9.1.3 Do not interfere with or approach the person creating the disturbance or impede the person's exit path. Campus Police Department personnel will immediately respond to the location of the disturbance and request additional support from the Oklahoma City Police Department if necessary.
9.2 A report of an armed person or shooter on campus shall result in an immediate "shelter in place" alert for the entire campus. Persons in enclosed areas shall immediately close and lock hallway doors, turn off all lights, shut any window blinds, and move away from exposed areas. Use desks, tables and other suitable objects to provide protection.
9.3 "SILENCE" all electronic devices and remain as quiet as possible.
9.4 Remain sheltered until an all clear is given or law enforcement personnel direct otherwise.

Revised: August 20, 2001
Revised: August 4, 2003
Revised: May 9, 2005
Revised: September 24, 2012
Revised: September 26, 2016