

Campus Safety and Fire Report

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2013



The annual security and fire safety report is released by October 1 of each year. The full text of this report can be located on our web site at <http://www.oak.edu/about-ocu/campus-reporting.php>.

**Oakland City University
138 N Lucretia St.
Oakland City, IN 47660**

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Overview

The U. S. Department of Education is committed to assisting schools in providing students with a safe environment in which to learn and keep parents and students well informed about campus security. The Department continues to be committed to the enforcement of the Campus Security Act of 1990, which requires a school to compile an annual campus security report.

The Oakland City University annual security and fire safety report is released by October 1 of each year. The report is reviewed and updated annually to ensure compliance with state and federal crime awareness and campus security legislation.

The safety of the students at Oakland City University is monitored jointly by the Offices of Campus Life, Resident Life, and Security. The Director of Campus Life oversees the safety of all Oakland City University students, particularly while students are on the University main campus and ensures that security policies are enforced. The Director of Campus Life, Director of University Housing, Resident Hall Directors, and Resident Assistants are responsible for maintaining a secure living environment for residents and reporting any criminal activity to the appropriate authorities. Campus security, working closely with local law enforcement personnel, places security guards on duty every day. The security schedule is as follows:

Daily 5:30 p.m. – 1:30 a.m.

The Director of Security is on call 24 hours a day. Crime statistics for the previous year are available in the Office for Campus Life.

Timely Warnings

A campus wide "timely warning" will be issued when a situation arises, either on or off campus that, in the judgment of the President and Director of Campus Life, constitutes an ongoing or continuing threat. The warning will be issued through the college email system to students, faculty, and staff by the Executive Office on the Office for Campus Life.

If an emergency notification is warranted due to an immediate threat to the community and individuals, the Vice President for Administration and Finance or the Provost will send an emergency alert via the text-messaging service, Nixle. Nixle is a free service to all OCU faculty, staff, and students. Depending on the circumstances of the crime and the immediate availability to electronic programs, the emergency alert may be posted on the main page of the web site: <http://www.oak.edu>.

Anyone with information they believe warrants a timely warning should report the circumstances to Campus Life personnel, by phone at 812-749-1421. To report in person, go to the Office for Campus Life, main floor of the Student Life Center (Bower Suhrheinrich Building), room 203. If the timely warning affects Oakland City University locations other than the main campus, report the circumstances by phone at (812) 749-1421 or in person to site personnel.

Emergency Procedures

The following procedures have been established to allow Oakland City University to provide its constituents with appropriate responses when presented with conditions threatening the safety of the individual or community.

Bomb Threats

Telephone Threat

- Remain calm.
- Do not hang up. Keep the caller on the line as long as possible and listen carefully.
- Note the time of the call and the specific telephone instrument it came in on.
- Note the caller's number if your phone is equipped with caller ID.
- Note the exact words of the caller.

Ask the caller the following questions or listen for the following information:

- Where is it located?
- When will it go off?
- What does it look like?
- What kind is it?
- What is the caller's name and motive for placing the bomb?
- Are you an employee?
- Are you a student?

- Write down any information noticed, e.g. background noises, gender of caller, voice pitch and speech patterns, accent, etc.
- Call 911 or 9-911, if the phone system being used requires dialing a "9" for an outside line.
- Notify the Office for Campus Life.

Written Threat

- Remain calm.
- Call 911 or 9-911, if the phone system being used requires dialing a "9" for an outside line.
- Notify the Office for Campus Life immediately.
- Follow procedures for SUSPICIOUS PACKAGES AND ENVELOPES.

Civil Disturbance

Outdoors

- Implement appropriate emergency procedures by moving students, visitors, and employees to a safe location (as conditions permit) inside buildings to protect against trauma or danger.
- Call 911 or 9-911, if the phone system being used requires dialing a "9" for an outside line.
- Notify the Office for Campus Life of the type of disturbance, its location, and the number of people causing it.
- Maintain a calming influence over your group. Reassure students, visitors, and employees that everything possible is being done to return the situation to a normal condition.
- Should a gunshot be heard, get everyone on the ground immediately.

Indoors

- Call 911 or 9-911, if the phone system being used requires dialing a "9" for an outside line.
- Notify the Office for Campus Life of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.
- Keep students, visitors, and employees quiet and away from doors and windows.
- Lock all room doors.
- Account for all persons. Report any missing persons to Emergency Personnel or the Office for Campus Life immediately.
- Close window shades, curtains, or blinds.
- Maintain a calming influence over your group. Reassure students, visitors, and employees that everything possible is being done to return the situation to a normal condition.
- Should a gunshot be heard, get everyone on the floor immediately.

- Always contact the Office for Campus Life when you have an emergency in your room.
- Remain in the classroom or other safe area until notified by Emergency Personnel, the Office for Campus Life, or designated university personnel to move or return to normal conditions.

Earthquake/Structural Collapse

If you are inside:

- Watch for falling objects.
- Crawl under a table, counter, etc.
- Get into a protective position by tucking your head into your knees and cover your head with your arms.
- Stay away from windows, glass partitions, and mirrors.
- Stay away from overhead fixtures.
- Stay away from filing cabinets.
- Stay away from bookcases.
- Stay away from electrical appliances.
- Stay away from hanging objects.
- Evacuate the building only after debris has stopped falling.

If you are outside:

- Move to an open area away from building structures.
- Watch for fallen power lines.
- Watch for fallen streetlights.
- Watch for fallen trees.
- Watch for broken glass.

If you are in a vehicle:

- Stop your vehicle in the nearest open area.
- Stay in your vehicle until the tremors have subsided.

After the incident:

- Remain calm.
- Be prepared for after-shocks.
- If evacuation is ordered, use the nearest and safest exit.
- DO NOT USE ELEVATORS!
- Proceed to your designated evacuation assembly area.
- Do not move seriously injured persons unless they are in danger.
- Open doors carefully.
- Watch for falling objects.
- Do not use matches/lighters or other sources of ignition.
- Avoid using telephones, as emergency response personnel will need these.

Evacuation

Building Evacuation

- Any Oakland City University staff or faculty person may issue an evacuation notification of a classroom or office area. The purpose is to move people away from any potentially threatening situation.
- Develop your plan now: Before a classroom or office can properly evacuate, a safe designated location must be determined and communicated.
- Direct persons to go immediately in a calm and orderly manner to the agreed-upon designated location.
- Consider persons with disabilities that may need assistance evacuating.
- Individuals with disabilities should exit to the next building or outside by horizontal exit (when available) or otherwise to stairway landing (considered an area of rescue). Inform Emergency Personnel any missing persons and/or the number of people at the area of rescue.
- Do not take personal items.
- Close and lock doors behind you while exiting.
- You may walk briskly but do not run.
- Do not go to restrooms.
- Do not return to your area for personal belongings.
- If smoke is present, stay low. The best quality air is near the floor.
- Use stairway or horizontal exit to evacuate.
- DO NOT USE THE ELEVATORS!

Situations that require full building evacuation:

- An evacuation of a building is used to move persons out of a building by a pre-designated route (if usable) to avoid a potentially threatening situation
- Exit the building and go to your pre-determined designated area at least 300 feet away from the building.
- Do not return to the building from your designated area until told to do so by Emergency Personnel, the Office for Campus Life or designated university personnel.

Fire or Explosion

If you discover fire or smoke

Remember R.A.C.E

- Rescue: Remove anyone from immediate danger.
- Alarm: Activate the nearest fire alarm pull station.
- Contain: Close all doors to confine smoke and fire.
- Extinguish/Evacuate: If the fire is small and you have been trained in fire extinguisher use, you can attempt to extinguish a fire. Otherwise,

follow your Evacuation Plan and proceed to the nearest exit and designated area outside the building.

If you catch on fire

- DO NOT RUN!
- Stop where you are and
- Drop to the ground and
- Roll over and over to smother flames

Response to Fire Alarms or Explosions

- Remain calm.
- Evacuate and stay with your class or office group.
- Remember to take your class roster with you to the designated area.
- Once you have reached the designated area, report any missing person (s) to Emergency Personnel and the Office for Campus Life.
- Only return to the building when directed by Emergency Personnel, the Office for Campus Life, or the designated university personnel.

Evacuation Reminders

- If leaving a room, feel the door with the back of your hand before opening it. Do not open any door that feels hot.
- Do not return to your area for personal belongings.
- If smoke is present, stay low. Best quality air is near the floor.
- Use stairway or horizontal exit to evacuate.
- Do not use the elevators!
- Consider individuals with disabilities that may need assistance evacuating. Notify the Office for Campus Life or emergency personnel of missing persons and where they were seen last.
- Never allow the fire to come between you and the exit.
- The University Maintenance Department monitors all fire alarm signals on the main campus and will respond to these signals on main campus only.

If you are trapped in a room

Wedge wet towels or cloth materials along the bottom of the door to keep smoke out.

- Try to close as many doors between you and the fire as possible.
- Call 911 or 9-911, if the phone system being used requires dialing a "9" for an outside line and the Office for Campus Life of your problem and location.
- If you are trapped in an area and need fresh air, only break the window as a last resort. Use caution when breaking a window to avoid injury to yourself.

Hazard Material Spills

- If a corrosive or toxic chemical comes in contact with your skin, immediately flush the affected area with water for at least 15 minutes. If possible, have someone call for assistance immediately. Have them notify 911 (9-911) or the Office of Campus Life depending on the severity of the spill and/or the chemical involved. Always notify Campus Life of any incidents.
- Do not attempt to clean up a chemical spill unless you are trained and have the proper protective equipment to perform the clean up.
- Evacuate the area when there is possible danger of harmful or flammable vapors. Notify others in your immediate area to evacuate. Initiate the fire alarm when necessary.
- Always evacuate in a calm and orderly manner to a safe predetermined location. Notify Emergency Personnel and Campus Life of any missing persons and where they were last seen.
- To increase ventilation to the affected area, call the University Maintenance Department for assistance.
- If possible control access to the affected area by closing doors.
- Check those involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention as appropriate.
- Evacuees should remain in the designated safe area until Emergency Personnel or the Office for Campus Life indicates it is safe to return to the affected area.

Human Body Fluids (Blood borne Pathogens)

If a Human Body Fluid Spill should occur, including Blood, Vomit, Feces, Saliva or Urine:

- Always notify the Office for Campus Life when exposed to human bodily fluids and seek professional medical treatment.
- Human body fluids are also known as blood borne pathogens.
- Do not clean up a human bodily fluid spill unless you are trained in blood borne pathogens cleanup procedures.
- Always treat human body fluids as an infectious waste.
- Always wear rubber latex gloves when handling human bodily fluids.
- To remove gloves, avoid touching contaminated area of the gloves and wash hands thoroughly with soap and water.
- When danger of splashing exists, wear a face shield to prevent human body fluids from getting in your eyes, nose, and mouth.
- Avoid getting human bodily fluids in open sores or wounds.
- If human bodily fluids come in contact with your skin, wash the area immediately with soap and water and rinse.

Lockdown-Room, Building, or Campus

Room Lockdown Response

- A Room lockdown response is used when it may be more dangerous to evacuate the building than to stay in the assigned rooms. Examples: Violent or potentially violent incident by an angry or deranged person, uncontrollable acts of aggression, a person or persons threatening with a gun or other deadly weapon, robbery in progress, etc.

Room Lockdown Procedure

- Remain calm and stay with your students, visitors, and employees or associate workers.
- Lock room doors, windows, and close shades immediately.
- Notify 911 (9-911) and the Office for Campus Life of the situation as soon as possible without endangering yourself.
- Notify 911 (9-911) and Campus Life of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence and your name. Provide as much information as possible.
- Keep quiet and away from doors and windows.
- If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
- Maintain a calming influence over your group. Reassure students, visitors, and employees that everything possible is being done to return the situation to a normal condition.
- Contact Emergency Personnel and the Office for Campus Life as soon as possible of any medical emergencies.
- Conduct a count of all persons and report any missing person to the Office for Campus Life or emergency personnel.
- Remain in the secure room until released by Emergency Personnel, the Office for Campus Life, or designated university personnel.
- If gun shots are fired, and fleeing is necessary, run away in a zig zag manner, not in a straight line.

Building or Campus Lockdown Response

- The decision to initiate a building or campus wide Lockdown rests with the Office for Campus Life, the Academic Affairs Office, or the Executive Offices.
- A Lockdown consists of moving all students, visitors, and employees, and others off the grounds and into the buildings, securing all entrances, and denying access to any unauthorized persons.
- Always begin the Lockdown procedure immediately following notification to do so.
- Cancel all outdoor activities until approved otherwise by the Office for Campus Life or designated university personnel.
- No person should leave a building under a Lockdown order until the order has been cancelled by Emergency Personnel, the Office for Campus Life or designated university personnel.

- Ensure all instructions issued by the Office for Campus Life or designated university personnel are followed immediately.

Hostage/Weapons Situations

- Contact emergency personnel. Notify the Office for Campus Life if possible. Make sure they understand that there is an armed person at the school and his/her last known location. Inform them of any known injuries. If possible stay on the line with 911 until help arrives or you are instructed to disconnect by the dispatcher.
- The Person in Charge will notify all teachers and students to initiate Lock Down procedures. Notify students outside the building to report to the nearest safe classroom.
- Avoid the use of codes. Communicate instructions clearly and directly.
- Under no circumstances should the students be evacuated without the approval and assistance of the police.
- If it can be done so safely, a staff member may be sent outside the building to help direct traffic before emergency personnel arrive.
- When emergency personnel arrive, all staff should fully cooperate and assist as directed. They have been trained to deal with this kind of situation so let them do their job.

Unauthorized Visitors and Hostile Intruders

- Notify the Office for Campus Life or other designated university personnel if you know that someone is in the building without permission or becoming hostile.
- Contact local law enforcement or call 911 (9-911) if an intruder is agitated or hostile.

Here are some tips for dealing with such persons:

- Be empathic: Try not to be judgmental of the person's feelings.
- Clarify messages: Listen to what is really being said. Respond to the person's issues by saying, for example, "I'll take you to _____ to get your issue addressed."
- Respect personal space: Stand at a minimum of six (6) feet from an aggressive person.
- Be aware of body position: Standing eye to eye with a person sends a challenge message.
- Permit verbal venting: Allow the individual to release as much energy as possible through venting.
- Set and enforce reasonable limits: If the individual becomes belligerent, defensive, or disruptive, state limits and directives clearly and concisely.
- Avoid overreacting: Remain calm, rational, and professional.
- Use physical restraint as a last resort: Employing physical techniques on an individual who is only acting verbally can escalate the situation.
- Ignore challenges: Redirect the individual's attention to issue at hand.

- Keep your non-verbal cues non-threatening: Be aware of your body language, movement, and tone of voice. The more an individual loses control, the less he or she listens to your actual words.

Medical Emergency

On Main Campus

- Report all medical emergencies occurring on campus to the Office for Campus Life after calling 911 or 9-911.
- Always determine and report if the person is conscious or unconscious.
- In a life or death situation, Call 911 or 9-911, if the phone system being used requires dialing a "9" for an outside line
- All Campus Life staff is trained in first aid and CPR.
- The Office for Campus Life will call the EMS squad whenever necessary for non-emergency situations.
- The Office for Campus Life staff, or other certified university personnel, will provide first aid until the EMS squad arrives.
- The EMS squad crew will take over treatments of injured or sick person and transport them to a local hospital, whenever necessary.
- Students, visitors, and employees needing treatment beyond first aid will be sent to a local medical establishment or hospital for treatment.

Off Campus Sites

- Call 911 or 9-911, if the phone system being used requires dialing a "9" for an outside line, and request an EMS unit
- Report accident or illness to the Office for Campus Life immediately after situation is under control. Accident forms must be filled out by the supervisor or instructor and filed with the Campus Life Director or Human Resource Coordinator.

Power Outage

On Main Campus

- Notify the Office for Campus Life immediately of a power outage.
- Oakland City University buildings are equipped with automatic standby electrical generators that will provide minimal lighting. Remain where you are unless directed by the Office for Campus Life or designated university personnel to relocate or evacuate.
- If the situation could expose students or employees to danger, implement the appropriate emergency procedures, i.e., move outside to a safe location.
- During power outages, turn off electrical equipment or appliances that may be damaged or cause damage once power is restored, i.e., computers, monitors, cooking equipment, etc.
- If instructed to evacuate, proceed cautiously to the nearest outside exit. Report any missing persons to the Office for Campus Life or emergency personnel and where they were last seen.

Off Campus Sites

- Notify designated university personnel immediately of a power outage.
- Remain where you are unless directed by the designated university personnel to relocate or evacuate.
- If the situation could expose students or employees to danger, implement the appropriate emergency procedures, i.e., evacuate horizontally to another building or move outside to a safe location.
- During power outages, turn off electrical equipment or appliances that may be damaged or cause damage once power is restored, i.e., computers, monitors, cooking equipment, etc.
- If instructed to evacuate, proceed cautiously to the nearest outside exit. Report any missing persons to the Office for Campus Life or emergency personnel and where they were last seen.

Suspicious Packages and Envelopes

Examples:

- Package or envelope discovered with a suspicious powdery substance on the outside.
- Received unexpectedly or sent by someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no names, or misspelling of common words.
- Addressed to someone no longer affiliated with the university or with outdated postmarks.
- No return address or one that cannot be verified as legitimate.
- Unusual weights, given package size, lopsided, or oddly shaped.
- Unusual amount of tape, string, or other wrapping material.
- Strange odor, stains, or noises (rattles, clicking, etc.)
- Appears to contain electrical wire or tin foil. Return address not consistent with postmark.

What to do if you find a suspicious package or envelope

- Never touch any package that is suspicious! Do not attempt to touch, move or open as it could explode or spread!
- Isolate the suspicious package by evacuating the room and locking the door, if possible.
- If the suspicious package is discovered while handling, avoid dropping, throwing, or other abrupt shock movement since this can cause detonation of certain devices. Gently set the package down.
- Call the Oakland City Policeman on call, or local law enforcement immediately from a safe location! Do not use a radio or cell phone within 100 feet of the object
- Describe what the package looks like and its location.
- Evacuate others in the area by following established evacuation procedures.

- If you have had direct skin contact with the package, wash hands, arms, and etc. with soap and rinse with water for 15 minutes.
- Account for missing persons: Always notify Emergency Personnel, and/or the Office for Campus Life, or the university designated personnel of any missing persons when evacuating an area.
- Always follow precautionary directions given by Emergency Personnel, the Office for Campus Life, or designated university personnel.

Tornado/Severe Weather

Weather Watch

- Is issued by the National Weather Service when severe weather conditions are possible in the area.

Weather Warning

- Is issued by the National Weather Service when severe weather has been sighted in the area.

Snow and Ice Conditions

The university administration constantly monitors severe and changing weather conditions. Whenever snow and ice conditions become so extreme and to the point that it could affect our campus, a decision to postpone or cancel classes may be announced. When in doubt, listen to the local area radio stations and the local area TV stations. Announcements are also available for the main campus on the Oakland City University website at www.oak.edu. Should weather become severe after the university opens, impending closing announcements will be made from The Academic Affairs Office, The Office for Campus Life, or designated university personnel for the off campus sites.

Tornado Warning

Whenever the National Weather Service issues a tornado sighting, the Office for Campus Life or designated university personnel for off campus sites will monitor the path of the tornado and if the university is near or within the projected path, each building administrator will be contacted to initiate emergency procedures.

- Always listen and follow instructions given by the Office for Campus Life or designated university personnel.
- Go to your designated area when instructed to do so and take others with you.
- Request students, visitors, and employees not leave campus or the center until an all clear announcement is issued by the Office for Campus Life or designated university personnel.
- Employees should plan ahead and determine their best choice of a designated area.

- Do not return to your office or classroom until the all clear announcement is issued by the Office for Campus Life or designated university personnel.

Tornado Shelter Areas

In the event of a tornado warning, there are a number of specific safe areas that have been designated as the Tornado Safe Zones. When notified by Campus Life or designated university officials, all individuals are to go immediately to their zone for their particular building, staying away from windows.

Barger-Richardson Library-Lowest Level Hallway
Bower-Suhrheinrich Student Center-Lowest Level Hallway
Brokaw Hall-Lowest Level Hallway
Chapman Seminary-Chapel
Cockrum Hall-Lowest Level Hallway
Cornwell-Reed Fine Arts Center-Lowest Level Hallway
Cox Hall-Lowest Level Hallway
Dearing Hall-Lowest Level Hallway
Johnson Health and Physical Education Center-Locker Rooms
Jordan Hall-Lowest Level Hallway
Kennedy Center-Lowest level hallway
Murray Administration Center-Lowest Level Hallway
Provance Memorial Chapel-Hallway and Offices
Tichenor Center – Locker Rooms and Office Hallway

For additional sites, check with the Director of the Facility and/or APC.

Safety of and Access to Campus Facilities

A variety of facilities make up the Oakland City University Main Campus. The 911 addresses are provided below. Open access to academic and administrative buildings is available during daytime hours throughout the academic year, except during breaks. Access to the offices in academic buildings when classes are not scheduled may be limited to one entrance. When offices are closed, buildings remain locked. Buildings may be accessed using a key should there be a legitimate reason to enter a building. Emergencies may necessitate changes or alterations to any posted schedules. Housing facilities may be accessed with a key.

University 911 Addresses

<u>Building Name</u>	<u>Address</u>	<u>City, State, Zip Code</u>
<u>University Houses</u>		
Amsler House	124 First Avenue	Oakland City, IN 47660
Broshears House	911 W. Williams Street	Oakland City, IN 47660
Carr House	720 W. College Street	Oakland City, IN 47660
Craig House	525 W. Sherman Street	Oakland City, IN 47660
Hoover House	530 W. College Street	Oakland City, IN 47660
Kell-Lutz House	831 W. Williams Street	Oakland City, IN 47660
Madison House	214 N. Madison Street	Oakland City, IN 47660
Presidents House	110 N. Lucretia Street	Oakland City, IN 47660
Riddle House	515 Washington Street	Oakland City, IN 47660
Valentine House	214 N. First Avenue	Oakland City, IN 47660
Williams House	913 W. Williams Street	Oakland City, IN 47660
<u>Campus Life Housing</u>		
Brokaw Hall	125 N. Franklin Street	Oakland City, IN 47660
Carriage House Apartments	625 W. College Street	Oakland City, IN 47660
Cox Hall (James E. Cox Hall)	610 W. College Street	Oakland City, IN 47660
Dearing Hall	715 W. Sherman Street	Oakland City, IN 47660
Jordan Hall	215 N. Clay Street	Oakland City, IN 47660
<u>Campus Buildings</u>		
Barger Richardson Library	610 W. Columbia Street	Oakland City, IN 47660
Bower-Suhrheinrich Life Center	720 W. Sherman Street	Oakland City, IN 47660
Ceramics Studio/Potters House	1016 W. College Street	Oakland City, IN 47660
Chapman Seminary	715 W. Columbia Street	Oakland City, IN 47660
Cockrum Hall	615 W. Oak Street	Oakland City, IN 47660
Cornwell-Reed Music & Arts	710 W. Williams Street	Oakland City, IN 47660
Kennedy Center	115 N. Franklin Street	Oakland City, IN 47660
Murray Administration Building	138 N. Lucretia Street	Oakland City, IN 47660
OCU Development Building	410 W. Morton Street	Oakland City, IN 47660
Provance Memorial Chapel	620 N. Franklin Street	Oakland City, IN 47660
University Maintenance	230 W. College Street	Oakland City, IN 47660

<u>Athletic Buildings and Facilities</u>		
Aigner Soccer Field	1121 W. Williams Street	Oakland City, IN 47660
Basketball Courts	1010 W. Williams Street	Oakland City, IN 47660
Johnson Center, Gymnasium	705 N. Franklin Street	Oakland City, IN 47660
Pinnick Baseball Field	1100 W. Williams Street	Oakland City, IN 47660
Tennis Courts	1020 W. Williams Street	Oakland City, IN 47660
Tichenor Athletic Center	1064 S. State Road 57	Oakland City, IN 47660
East Gibson Softball Field	12604 East 100 South	Oakland City, IN 47660

Reporting a Crime

Responsibility of the University Community

All levels of the University community have a special responsibility for safety and security. If behaviors that violate University safety and security policies are observed, the person(s) observing such behavior(s) should bring the matter(s) to the attention of authorities with jurisdiction for appropriate action.

If you are the victim of a crime and do not want to pursue action with the University or the criminal justice system, you may still want to consider making a confidential report. Confidential reports may be made through the use of the OCU Protection Line. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of all members of the University Community. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Crimes			
Title	Jurisdiction	Name	Contact Information
Oakland City University Security	Campus	Chief Alec Hensley	749-1421
Oakland City Police Department	Oakland City		911 or 9-911 (Emergencies) or 812-385-3496
Gibson County Sheriff	Gibson County		911 or 9-911 (Emergencies) or 812-385-3496
Vice President for Administration and Finance	Campus	Dr. Robert Yeager	749-1210
Director of Campus Life	Campus	Dr. Jim Pratt	749-1215

Harassment and Other Non-criminal Misconduct		
Title	Name	Contact Information
University Compliance Officer and Title IX Coordinator	Ms. Patricia Endicott	749-1435
Vice President for Administration and Finance	Dr. Robert Yeager	749-1210
Director of Campus Life	Dr. Jim Pratt	749-1215
Human Resources Coordinator	Mrs. Kris Pratt	749-1408

Oakland City University will offer resources to support the accuser and the alleged offender. The University's fact-finding and conduct procedures will be utilized. In addition, the University will, as appropriate, inform members of the Oakland City community when an incident has been reported. The procedures to implement this policy will take into account the need to investigate charges that may be filed and the privacy rights of all involved. When appropriate, Counseling Services and the Director of Campus Life will provide outreach and support to faculty, staff, and students affected by a particular incident. Support offered students may include changes to academic or housing situations if the change is reasonably available.

Relationship with Local Law Enforcement

The Oakland City Chief of Police serves as the University Chief of Security. Members of the Campus Community may receive emergency alerts from local law enforcement by signing up for the appropriate Nixle service.

Campus Security

Campus Security includes the University Chief of Security and several student employees. Student employees monitor security procedures throughout the facilities and are available to assist the University Community. If a crime or other incident occurs, Campus Security will file a report with the University and may assist in contacting local law enforcement to report a crime. Campus Security does not have arrest authority. Campus Security has the authority to issue University parking violations.

Daily Security Reports

Statistical information is compiled from the contents of the daily security report which contains summaries of each day's events. In addition to the daily security report, individual reports are made for any campus incident. Incident reports include location, type, date, time, and the name of the individual completing the report.

Obtaining Information about Registered Sex Offenders

Adult criminal sex offenders who must register with law enforcement officials must notify those officials of their enrollment or employment at institutions of higher education within the state. The Indiana Sheriff's Association maintains the Indiana Sex and Violent Offender Registry.

Questions about a particular offender in the vicinity of Oakland City University or reports of potentially incorrect information provided on the registry website for offenders should be directed to the Gibson County Sheriff's Department. General questions about sex offender registration or the registry website, http://www.sheriffalerts.com/cap_main.php?office=54663, may be directed to the Indiana Sheriff's Association with the following contact information:

Indiana Sheriffs' Association

Phone: (800) 622-4779

(317) 356-3633

Fax: (317) 356-3996

Mailing: P.O. Box 19127
7215 E. 21st Street Suite E
Indianapolis, IN 46219

Fire Safety

Fire Alarm Systems in Housing Facilities

Smoke detectors are provided for each room in the Residence Halls.

Dearing Hall: Smoke detectors and a fire alarm system which triggers horns and some lights throughout the public areas of the building.

Brokaw Hall: Smoke detectors and a fire alarm system which triggers horns throughout the public areas of the building.

Jordan Hall: Smoke detectors and a fire alarm system which triggers horns throughout the public areas of the building.

Cox Hall: Smoke detectors and a fire alarm system which triggers horns and lights throughout the public areas of the building. The system includes an auto dialer which connects to Maintenance. If a response is not received the auto dialer connects to the Switchboard. If no response is received, the auto dialer connects with the Sherriff's Department.

University Owed Houses: Minimum of one smoke detector in each house.

Policies

Appliances

Open cooking **is not allowed** in a Resident hall room. Any appliances that could pose a fire hazard such as a hot plate with a skillet, a deep fat fryer, a wok, an electric skillet, etc. are **not** allowed.

No open flames are permitted (i.e. burning of candles) in any dorm.

Hair dryers, irons, radios, stereos, televisions, etc. are acceptable appliances. Refrigerators that are 5 cubic feet or less are allowed in the dorm rooms. Any acceptable appliances could be deemed not acceptable if its use is determined to be a fire risk as stated by the University's insurance carrier. If there is any question concerning any appliance, the Resident Hall Director must be consulted.

Fireworks

The possession, use, or sale of fireworks or other explosive devices in any form is strictly forbidden on the OCU campus.

Fire Drills and Rules

The purpose of fire drills is to prepare housing occupants for an organized evacuation in case of fire or other emergency. There will be periodic fire drills in the University Resident halls in accordance with fire regulations to educate and train occupants on fire safety issues specific to their building. All fire drills are unannounced. Fire drills also allow the University an opportunity to test the operation of fire alarm system components. If deficiencies are noted during the drill, they will be reported to the appropriate department for corrective measures.

Anyone who misuses fire or fire equipment will be subject to disciplinary action and a fine. Also, pulling a fire alarm when there is no fire is a federal offense and carries a stiff penalty.

Fire Extinguishers

Fire extinguishers are available throughout the public areas of the resident halls: Brokaw; Cox; Dearing; and Jordan. These extinguishers are inspected on an annual basis.

Tobacco Use

Smoking and tobacco chewing is prohibited in **ALL** Oakland City University buildings and Oakland City University transportation vehicles. The Oaks Snack Bar, the Oakland City University Cafeteria and Resident Halls are included. In addition, Indiana law states that no smoking is allowed within eight (8) feet of the entrance to any buildings.

Safety Committee

The OCU safety committee meets monthly. Throughout the year, safety regulations, including fire safety, are reviewed and recommendations for future improvements are developed for consideration by University administration.

Educational Programming and Services

Alcohol and Other Drug Prevention Education and Services

All Main Campus students and employees are expected to attend an annual Alcohol and Other Drug Prevention Convocation during the fall semester. Due to schedules and distance it is not often feasible for graduate students, students attending at other locations and employees working at the other locations to participate. These students are encouraged to take advantage of other resources and educational programs available to students and employees. For additional information on these resources and programs, contact the Office for Campus Life.

OCU initiated Bystander Intervention Training prior to the fall semester of 2011 for all resident assistants and directors.

All student-athletes and coaches are required to attend an alcohol and other drug prevention presentation each semester. The NCAA video addressing this issue is shown each fall semester. The Athletic Trainer(s) provides an educational opportunity for the student-athletes and coaches during the spring semester.

The Psychology Club and its sponsor provide wellness related educational sessions throughout the academic year. These sessions are open to students and employees.

The Campus Counselor works together with the Career Services Department and local Social Service Agencies to present workshop opportunities each semester related to wellness topics. These workshops are available to all students and faculty and are free of charge.

The Campus Minister and University Counselor are available to all students and employees to provide support and information.

Sexual Harassment/Misconduct Education and Services

A victim advocate is available 24/7 to provide support and information to victims of sexual assault and/or harassment. To receive help call (812) 424-RAPE or 1-800-339-7752. Confidential services are offered by the University's Counseling Services. Information regarding medical and counseling services and student conduct complaint procedures are presented to anyone who seeks assistance following an incident of alleged sexual misconduct or harassment. (See the web: <http://www.oak.edu/campus-life/counseling-services.php>)

Harassment (in all forms), sexual misconduct, non-consensual sexual intercourse, nonconsensual sexual contact, and sexual exploitation are tied closely to learned roles. It is necessary for men and women to learn more about this issue

and the means for addressing problems as they arise. The University encourages education on the subjects of sexual harassment and sexual misconduct. These efforts focus on prevention and education efforts for all students, faculty, and staff. Anyone interested in learning more or obtaining information on these issues can contact Oakland City University's Compliance Officer, Patricia Endicott, who also currently serves as the University's Title IX Coordinator; the Vice President for Administration and Finance; Director of Campus Life, OCU Counseling Services; or the Oakland City Police Department or Gibson County Sheriff. In addition, the Human Resources Department can give students, faculty, and staff complete information on policies related to sexual harassment and sexual misconduct.

Crimes			
Title	Jurisdiction	Name	Contact Information
Oakland City University Security	Campus	Chief Alec Hensley	749-1421
Oakland City Police Department	Oakland City		911 or 9-911 (Emergencies) or 812-385-3496
Gibson County Sheriff	Gibson County		911 or 9-911 (Emergencies) or 812-385-3496
Vice President for Administration and Finance	Campus	Dr. Robert Yeager	749-1210
Director of Campus Life	Campus	Dr. Jim Pratt	749-1215

Sexual Harassment/Misconduct Education and Services		
Title	Name	Contact Information
University Compliance Officer and Title IX Coordinator	Ms. Patricia Endicott	749-1435
Vice President for Administration and Finance	Dr. Robert Yeager	749-1210
Director of Campus Life	Dr. Jim Pratt	749-1215
Human Resources Coordinator	Mrs. Kris Pratt	749-1408

Crime and Fire Statistics

Glossary of Terms:

Aggravated Assault: An unlawful attack by one person upon another for the purpose inflicting severe or aggravated bodily injury. This type of assault may be accompanied by the use of a weapon.

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 or another, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Drug Abuse Violations: Violations of State and Local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadone); and dangerous non-narcotic drugs (barbiturates, benzedrine.)

Forcible Sex Offenses: Any sexual act directed against 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.

- a. **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 of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- b. **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against that 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.
- c. **Sexual Assault with an Object:** The use of 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 against that 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.
- d. **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly against that 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.

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

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.

Non-Campus: Includes any building (or property) owned or controlled by student organizations recognized by the school; and any building or property owned or controlled by the school, that is not within the same reasonable contiguous area.

Non-forcible Sex Offense: Unlawful, non-forceful sexual intercourse.

- a. Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- b. Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

On-Campus: Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes. These buildings include residential halls, any building or property that is owned by the institution but controlled by another person, those frequently used by students and those that support institutional purposes such as food or retail vendor category.

Public Property: Public property is defined as the areas that is within the same reasonably contiguous geographic area of the school; or is adjacent to a facility owned or controlled by the school, and the facility is used by the school in a manner related to the institution's educational purpose.

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

Arrests: On Campus

The following are the number of arrests that occurred on the Main Campus.

Crime	2010	2011	2012
Liquor Law Violations	3	0	0
Drug Law Violations	0	1	0
Illegal Weapons Possessions	0	0	0

The following are the number of arrests that occurred in on-campus housing facilities.

Crime	2010	2011	2012
Liquor Law Violations	3	0	0
Drug Law Violations	0	1	0
Illegal Weapons Possessions	0	0	0

The following are the number of "Disciplinary Actions/Judicial Referrals."

Crime	2010	2011	2012
Liquor Law Violations	3	0	1
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

The following are the number of arrests that occurred at the Bedford Center.

Crime	2010	2011	2012
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

The following are the number of arrests that occurred at the Evansville Center.

Crime	2010	2011	2012
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

The following are the number of arrests that occurred at the Rockport Center.

Crime	2010	2011	2012
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

The following are the number of arrests that occurred at the Indianapolis Center.

Crime	2010	2011	2012
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Arrests: Non-Campus Building or Property

The following are the number of arrests for each of the following crimes that occurred on property or in buildings owned by the University that is not contiguous to the Main Campus.

Crime	2010	2011	2012
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

The following are the number of "Disciplinary Actions/Judicial Referrals that occurred on property or in buildings owned by the University that is not contiguous to the Main Campus.

Crime	2010	2011	2012
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Arrests: Public Property

The following are the number of arrests for each of the following crimes that occurred on Public Property within the campus or immediately adjacent to and accessible from the Campus.

Crime	2010	2011	2012
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Criminal and Hate Offenses: On Campus

The following are the number of occurrences of criminal offenses that took place on campus. In addition, the number of reported occurrences that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity (hate crimes) that took place on campus, as prescribed by the Hate Crimes Statistics Act (28 USC 534) are included. These data are collected as the summary of these six types of prejudice. *Force rape is a subset of forcible sex offenses.*

The following are the number of offenses that occurred on the Main Campus.

Criminal Offense	2010	2011	2012	Hate Crime	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0		0	0	*0
Negligent manslaughter	0	0	0		N/A	N/A	N/A
Sex Offense: Forcible	0	0	0		0	0	0
Sex Offense: Non Forcible (Incest and Statutory Rape)	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	1	0		0	1	0
Motor Vehicle Theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Larceny-Theft	N/A	N/A	N/A		0	0	0
Simple Assault	N/A	N/A	N/A		0	0	0
Intimidation	N/A	N/A	N/A		0	0	0
Destruction/Damage/Vandalism of Property	N/A	N/A	N/A		0	0	0

*Number based on: RA = Race; RE = Religion; S = Sexual Orientation; G = Gender; D = Disability; and E = Ethnicity.

The following are the number of offenses that occurred in the housing facilities.

Criminal Offense	2010	2011	2012	Hate Crime	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0		0	0	*0
Negligent manslaughter	0	0	0		N/A	N/A	N/A
Sex Offense: Forcible	0	0	0		0	0	0
Sex Offense: Non Forcible (Incest and Statutory Rape)	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	1	0		0	1	0
Motor Vehicle Theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Larceny-Theft	N/A	N/A	N/A		0	0	0
Simple Assault	N/A	N/A	N/A		0	0	0
Intimidation	N/A	N/A	N/A		0	0	0
Destruction/Damage/Vandalism of Property	N/A	N/A	N/A		0	0	0

*Number based on: RA = Race; RE = Religion; S = Sexual Orientation; G = Gender; D = Disability; and E = Ethnicity.

The following are the number of occurrences that took place at the Bedford Center.

Criminal Offense	2010	2011	2012	Hate Crime	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0		0	0	*0
Negligent manslaughter	0	0	0		N/A	N/A	N/A
Sex Offense: Forcible	0	0	0		0	0	0
Sex Offense: Non Forcible (Incest and Statutory Rape)	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Larceny-Theft	N/A	N/A	N/A		0	0	0
Simple Assault	N/A	N/A	N/A		0	0	0
Intimidation	N/A	N/A	N/A		0	0	0
Destruction/Damage/Vandalism of Property	N/A	N/A	N/A		0	0	0

*Number based on: RA = Race; RE = Religion; S = Sexual Orientation; G = Gender; D = Disability; and E = Ethnicity.

The following are the number of occurrences that took place at the Evansville Center.

Criminal Offense	2010	2011	2012	Hate Crime	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0		0	0	*0
Negligent manslaughter	0	0	0		N/A	N/A	N/A
Sex Offense: Forcible	0	0	0		0	0	0
Sex Offense: Non Forcible (Incest and Statutory Rape)	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Larceny-Theft	N/A	N/A	N/A		0	0	0
Simple Assault	N/A	N/A	N/A		0	0	0
Intimidation	N/A	N/A	N/A		0	0	0
Destruction/Damage/Vandalism of Property	N/A	N/A	N/A		0	0	0

*Number based on: RA = Race; RE = Religion; S = Sexual Orientation; G = Gender; D = Disability; and E = Ethnicity.

The following are the number of occurrences that took place at the Rockport Center.

Criminal Offense	2010	2011	2012	Hate Crime	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0		0	0	*0
Negligent manslaughter	0	0	0		N/A	N/A	N/A
Sex Offense: Forcible	0	0	0		0	0	0
Sex Offense: Non Forcible (Incest and Statutory Rape)	0	0	0		0	0	0

Robbery	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Larceny-Theft	N/A	N/A	N/A		0	0	0
Simple Assault	N/A	N/A	N/A		0	0	0
Intimidation	N/A	N/A	N/A		0	0	0
Destruction/Damage/Vandalism of Property	N/A	N/A	N/A		0	0	0

*Number based on: RA = Race; RE = Religion; S = Sexual Orientation; G = Gender; D = Disability; and E = Ethnicity.

The following are the number of occurrences that took place at the Indianapolis Center.

Criminal Offense	2010	2011	2012	Hate Crime	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0		0	0	*0
Negligent manslaughter	0	0	0		N/A	N/A	N/A
Sex Offense: Forcible	0	0	0		0	0	0
Sex Offense: Non Forcible (Incest and Statutory Rape)	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Larceny-Theft	N/A	N/A	N/A		0	0	0
Simple Assault	N/A	N/A	N/A		0	0	0
Intimidation	N/A	N/A	N/A		0	0	0
Destruction/Damage/Vandalism of Property	N/A	N/A	N/A		0	0	0

*Number based on: RA = Race; RE = Religion; S = Sexual Orientation; G = Gender; D = Disability; and E = Ethnicity.

Criminal and Hate Offenses: Non-Campus Building or Property

The following are the number of occurrences that took place on property or in buildings owned by the University that is not contiguous to the Main Campus.

Criminal Offense	2010	2011	2012	Hate Crime	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0		0	0	*0
Negligent manslaughter	0	0	0		N/A	N/A	N/A
Sex Offense: Forcible	0	0	0		0	0	0
Sex Offense: Non Forcible (Incest and Statutory Rape)	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Larceny-Theft	N/A	N/A	N/A		0	0	0

Simple Assault	N/A	N/A	N/A		0	0	0
Intimidation	N/A	N/A	N/A		0	0	0
Destruction/Damage/Vandalism of Property	N/A	N/A	N/A		0	0	0

*Number based on: RA = Race; RE = Religion; S = Sexual Orientation; G = Gender; D = Disability; and E = Ethnicity.

Criminal and Hate Offenses: Public Property

The following are the number of occurrences that took place on public property within the campus or immediately adjacent to and accessible from the Campus.

Criminal Offense	2010	2011	2012	Hate Crime	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0		0	0	*0
Negligent manslaughter	0	0	0		N/A	N/A	N/A
Sex Offense: Forcible	0	0	0		0	0	0
Sex Offense: Non Forcible (Incest and Statutory Rape)	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Larceny-Theft	N/A	N/A	N/A		0	0	0
Simple Assault	N/A	N/A	N/A		0	0	0
Intimidation	N/A	N/A	N/A		0	0	0
Destruction/Damage/Vandalism of Property	N/A	N/A	N/A		0	0	0

*Number based on: RA = Race; RE = Religion; S = Sexual Orientation; G = Gender; D = Disability; and E = Ethnicity.

Summary of Fires in Residence Facilities

2010				
Facility	Fires	Cause	Injuries	Deaths
Brokaw Hall	0	N/A	0	0
Carriage House Apartments	0	N/A	0	0
Cox Hall	0	N/A	0	0
Dearing Hall	0	N/A	0	0
Jordan Hall	0	N/A	0	0

2011				
Facility	Fires	Cause	Injuries	Deaths
Brokaw Hall	0	N/A	0	0
Carriage House Apartments	0	N/A	0	0
Cox Hall	0	N/A	0	0
Dearing Hall	0	N/A	0	0
Jordan Hall	0	N/A	0	0

2012				
Facility	Fires	Cause	Injuries	Deaths
Brokaw Hall	0	N/A	0	0
Carriage House Apartments	0	N/A	0	0
Cox Hall	0	N/A	0	0
Dearing Hall	0	N/A	0	0
Jordan Hall	0	N/A	0	0

2012 Summary of Fire Drills in Residence Facilities

Brokaw Hall	Carriage House Apartments	Cox Hall	Dearing Hall	Jordan Hall
2	1	2	2	2

Additional Oakland City University Policies

Alcohol and Drug-Free Act

Oakland City University is in complete support of the Alcohol and Drug-Free School and Communities Act of 1986 as well as the Drug-Free Schools and Communities Act Amendments of 1989, enacted by Congress as Public Law 101-226. These Acts require an institution of higher education to adopt and implement a program designed to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees or be ineligible to receive federal funds or any other form of federal financial assistance. The University agrees that there is a national need for comprehensive, institution-wide drug and alcohol abuse prevention programs; therefore, all employees are required to comply with the Federal Alcohol and Drug-Free Workplace Act. The University expresses a concern and makes a firm commitment to keep Oakland City University drug-free.

Oakland City University supports the following statements from the Alcohol and Drug-Free Schools and Communities Act:

1. The use of drugs and the abuse of alcohol by students constitute a grave threat to their physical and mental well-being and significantly impede the learning process.
2. The tragic consequences of drug use and alcohol abuse by students are felt not only by students and their families, but also by their communities and the nation, which cannot afford to lose their skills, talents and vitality.
3. Drug abuse education and prevention programs are essential components of a comprehensive strategy to reduce the demand for the use of drugs throughout the nation.
4. Prompt action by our nation's schools, families and communities can bring significantly closer the goal of a drug-free generation and a drug-free society.
5. Schools and organizations in communities throughout the nation have special responsibilities to work together to combat the scourge of drug use and alcohol abuse.

NOTE: Students should be advised that under Indiana Law, it is illegal for a minor which is defined as a "person less than twenty-one years of age" to possess, consume, or sell an alcoholic beverage. Further, it is illegal for a minor to transport an alcoholic beverage (even if unopened) unless "accompanied by at least one parent or guardian."

Applicable Legal Sanctions

The following information concerns the criminal penalties that can be imposed by State or Federal statute for violations related to alcohol or illegal drug possession, use or distribution.

All students are reminded that conviction under state and federal laws that prohibit alcohol-related and drug-related conduct can result in fines, confiscation of automobiles and other property, and imprisonment. In addition, licenses to practice in certain professions may be revoked, and many employment opportunities may be barred.

It is impractical to list all the alcohol and drug-related state and federal crimes and penalties but all persons should be aware that in Indiana any person under 21 who possesses an alcoholic beverage, and any person who provides alcohol to such person, is at risk of arrest. A person convicted of driving while intoxicated may be punished by fine, be jailed and lose the license to drive an automobile. Any selling of alcoholic beverages without a license is illegal.

Possession, or use, distribution, or manufacture, of controlled substances (drugs) illegally can result in arrest and conviction or a drug law violation and:

- fines up to \$10,000 (Indiana)
- fines up to \$250,000 (Federal)
- imprisonment up to life (Federal) and
- confiscation of property

Health Risks Associated with Alcohol and Controlled Substances (Drugs)

All persons should be aware of the health risks caused by the use of alcohol, and by the illegal use of controlled substances (drugs).

- Consumption of more than two average servings of alcohol in several hours can impair coordination and reasoning to make driving unsafe.
- Consumption of alcohol by a pregnant woman can damage the unborn child. A pregnant woman should consult her physician about this risk.
- Regular and heavy alcohol consumption can cause serious damage to liver, nervous and circulatory system, mental disorders and other health problems.
- Drinking large amounts of alcohol in a short time may quickly produce unconsciousness, coma, and even death.

Use of controlled substances (drugs) can result in damage to health and impairment of physical condition, including:

- Impaired short term memory or comprehension
- Anxiety, delusions, hallucinations
- Loss of appetite resulting in a general damage to the user's health, over a long term

- A drug-dependent newborn if the mother is a drug user during pregnancy. Pregnant women who use alcohol, drugs, or who smoke should consult their physicians
- AIDS, as a result of "needle-sharing" among drug users
- Death from overdose

The health risks associated with drugs or excessive use of alcohol are many, and are different for different drugs but all nonprescription use of drugs, and excessive use of alcohol, endangers your health. **There are no good reasons for using a drug that is not prescribed by your doctor or for drinking to excess.**

For more detail concerning the effects of alcohol and other drugs consult the following website: www.alcoholism.about.com.

Alcoholic Beverages

University policy forbids the possession, storage, use, or evidence of alcoholic beverages on Oakland City University property, whether in Resident halls, a building, a parking lot, an underdeveloped part of the campus, or any off-campus housing facilities used to house college activities. Off-campus, college-sponsored events are also under this guideline.

Students refusing to consent to an alcohol breathalyzer test will be considered to be under the influence of alcohol.

Drugs

Oakland City University policy forbids the possession, storage, use, or evidence of illegal drugs on campus property, whether in Resident halls, a building, a parking lot, an underdeveloped part of the campus, or any off-campus housing facilities used to house university activities. Off-campus, university-sponsored events are also under this guideline.

Campus Housing

Unless otherwise approved by OCU in writing, a student who meets all the following criteria is required to live in University residence facilities as long as space permits in such facilities:

- Full time; and
- Traditional undergraduate student; and
- Attending the Oakland City campus; and
- Receiving any University funding; and
- Does not qualify for the housing policy exemption.

A housing policy exemption is granted by the Office for Campus Life to those living with their parent(s), court-appointed guardian, or who are married. If a student chooses to live outside of university housing facilities the student bears responsibility to find off-campus housing.

Residence halls will open on the day preceding the first day of orientation for the fall semester. The residence halls are closed during the various holidays and breaks.

Oakland City University will not knowingly admit to its residence halls or other resident housing any persons who have been convicted of a felony, a sex offense, a theft, or other crimes against persons or property.

Demonstrations

On February 21, 1969, the Oakland City University Board of Trustees issued a statement concerning disruptive demonstrations. Any student engaging in a violent demonstration on the campus of Oakland City University or which obstructs or disrupts University activity will be expelled.

Destruction of University Property

Intentional destruction of University property will not be tolerated in any form. Any destruction of University property, whether intentional or accidental, must be repaired / restored at the complete expense of those involved.

A student feeling falsely accused of breaking a policy or guideline may request procedural due process, as defined under the Student Rights section of this handbook.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Oakland City University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Oakland City University may disclose appropriately designated "directory information" without written consent, unless you have advised Oakland City University to the contrary in accordance with the Oakland City University procedures. The primary purpose of directory information is to allow Oakland City University to include this type of information from your education records in certain publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and

- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want Oakland City University to disclose directory information from your education records without your prior written consent, you must notify Oakland City University in writing. Oakland City University has designated the following information as directory information.

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Student Identification Number

Oakland City University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Oakland City University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Oakland City University has contracted as its agent to provide a service instead of using Oakland City University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Oakland City University.

Firearms / Weapons

For safety reasons, possession of any kind of firearm or lethal weapon (including hunting equipment) is prohibited on the Oakland City University campus, including vehicles parked on campus property.

Harassment

Oakland City University is committed to maintaining a respectful educational environment, free from all forms of unlawful harassment. Harassment of any kind is not acceptable behavior at the University; it is inconsistent with the commitment to excellence that characterizes Oakland City University's activities. Alleged violations of this policy may result in referral to the University student disciplinary procedure. In addition, those who engage in harassing behavior may be subject to criminal prosecution under appropriate state or federal law. Action taken by the University through the University's student disciplinary process does not preclude the pursuit of criminal or civil action.

1. The University may discipline any student if he or she is found to have committed the following misconduct on University-owned or related property or at University-sponsored and/or supervised functions.
 - (a) Any verbal or physical behavior, such as disparaging comments, epithets, slurs, or expressive behavior, that is directed at a particular person or group of persons, and which creates an offensive or hostile environment or one which creates an environment wherein the verbal or physical behavior is inherently likely to provoke a violent reaction whether or not it actually does so. Harassment may take the form of name calling, notes, invasion of a reasonable expectation of privacy, obscene messages on voice mail or other electronic communications, signs, slurs, or jokes that demean an individual or group. Harassment also occurs when an individual is threatened with bodily injury, or when the security of an individual's possessions or place of residence is threatened. The above verbal behavior, often referred to as "fighting words," is considered to be of such slight social value that any benefit that may be derived from these words is clearly outweighed by their costs to order and morality. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, nationality/ethnicity, religion, gender, sexual orientation, disability, and other personal characteristics or legally-protected categories.
 - (b) Behavior by any student that materially disrupts another's educational pursuits or educational process, invades the rights of others, or otherwise disrupts the regular and essential operation of the University. In enforcing the above rule, the University may

subject a student's speech or conduct to reasonable and nondiscriminatory time, place, and manner restrictions which are narrowly tailored and which leave open ample alternative means of communication.

- (c) Participation in a campus demonstration which:
 - i. Disrupts the normal operations of the University and infringes on the rights of other members of the University community;
 - ii. Leads or incites others to imminent unlawful action or which is likely to incite such action;
 - iii. Disrupts the scheduled and/or normal activities within any campus building or area; or
 - iv. Unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

- (d) Behavior of any kind that:
 - i. Involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment or participation in University-sponsored functions and causes that person to have a reasonable apprehension that such harm is about to occur.
 - ii. Interferes with an individual's personal safety, academic efforts, employment, reasonable expectation of privacy, or participation in University-sponsored functions and causes that person to have a reasonable apprehension that such harm is about to occur.

- 2. The sanction or sanctions imposed by Oakland City University upon a student may be enhanced when it is found that the student has:
 - (a) Violated the rules in the University's Code of Conduct and Major Policies and Guidelines found in the Student Handbook, and
 - (b) Intentionally selected the person or persons against whom the underlying violation was committed, or selected the property which was damaged, or violated other provisions of the Code of Conduct, because of the personal characteristics or status of that person or group of persons. Intent shall be determined by consideration of all relevant circumstances.

- 3. This policy is not intended to limit academic freedom or the free and open expression of ideas.

Sexual Misconduct

Sexual misconduct, such as non-consensual sexual intercourse, non-consensual sexual contact, mutually incapacitated sexual contact or intercourse, and

sexual exploitation, is a serious offense that has major consequences for the victim, the alleged offender, as well as for the entire campus community. It is the intent of Oakland City University to create and maintain an environment in which all members are treated with respect and dignity, and which is free from sexual misconduct. Oakland City University will not tolerate any inappropriate sexual behavior and therefore has developed this policy prohibiting such incidents. This policy applies to groups as well as to individuals.

Definitions:

Non-consensual sexual intercourse: Any sexual intercourse; however slight; with any object; by a man or woman upon a man or a woman; without *effective consent*.

Non-consensual sexual contact: Any sexual touching; however slight; with any object; by a man or a woman upon a man or a woman without *effective consent*.

Mutually incapacitated sexual contact or intercourse: Any sexual contact or intercourse; however slight; with any object; occurring between people who are incapacitated or under the influence of alcohol or drugs.

Sexual exploitation: When a student takes nonconsensual, unjust, or abusive sexual advantage of another; for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact, and sexual harassment.

Effective consent: Informed; freely and actively given; mutually understandable words or actions; which indicate a willingness to participate in mutually agreed upon sexual activity.

Sexual Harassment

Sexual harassment is an illegal form of discrimination under Title IX of the Educational Amendment Act of 1972. Sexual harassment is a type of sexual misconduct and involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such an individual. In addition, sexual harassment includes, but is not limited to, physical assault of another individual, realized and unwelcome sexual

encounters, and indecent exposure. It may include unnecessary and unwelcome touching of another person's body. This conduct is completely unacceptable and will be dealt with severely.

Evidence of sexual harassment will be found when conduct has occurred which has had the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment for work or learning. A University finding of sexual harassment behavior involves the conclusion that the alleged conduct was sufficiently pervasive or severe to alter the conditions of a student's employment or status in a course, program, or activity and that it created an abusive working or educational environment.

Examples of conduct that may constitute sexual harassment behavior include direct and unwelcome propositions of a sexual nature; unwelcome and persistent pressure or suggestions, or unwelcome requests, for social-sexual encounters, or sexual favors. Sexual harassment behavior may occur on or off the University's property. It may involve a pattern of conduct, which is intended deliberately to discomfort or humiliate another person through comments of a sexual nature or sexually explicit statements, jokes, questions, and similar actions.

A male or a female may be the victim of sexual harassment and a female as well as a male may be the harasser or wrongdoer.

Any person who is a witness to or indirect recipient of the unwelcome sexual conduct or behavior directed toward another person, or any person with knowledge of conduct or behavior that he/she believes may constitute sexual harassment should immediately use the procedures set forth below to report such conduct or behavior.

Reporting Procedures

Prompt reporting and preservation of evidence is strongly encouraged as it becomes more difficult to compile information relating to a complaint as the time increases between the alleged incident(s) and the report of the incident(s). Consequently, the reporting procedure should be initiated as soon as possible and generally not later than one year after the alleged incident(s).

1. The accuser should report the incident to the attention of the appropriate Oakland City University officials. Appropriate officials include but are not limited to the University's Compliance Officer and Title IX Coordinator, the Vice President for Administration and Finance, Director of Campus Life, Counseling Services or the Oakland City Police Department or Gibson County Sheriff. The appropriate University official will listen to the complaint, document it, and inform the accuser of the options regarding procedures that can be utilized. Accusations related to the conduct of students will be addressed through the Office for Campus Life.

Accusations related to the conduct of faculty, staff, or non-students working on campus will be addressed through Human Resources Department. Accusations related to a person who is a student and an employee may be addressed through both areas.

Students have the option to report any form of harassment to the University by calling the Campus Hotline Phone Number at (800) 576-5262. After listening to the first message, the student should enter code 30084 when prompted to do so.

2. Options to address harassment, sexual misconduct, and sexual harassment, related to student behavior include:
 - (a) A University official may discuss the allegations with the alleged offender, without revealing the identity of the accuser unless it is unavoidable or the accuser's consent has been given. Although it is desirable to have the accuser consent to the discussion between the University official and the alleged offender, the University official may determine that it is necessary to engage in a discussion with the alleged offender and take remedial action in order to properly address the report and to fulfill the University's responsibilities.
 - (b) The University may pursue the matter through the University's student conduct and disciplinary process. In order to pursue this process, a written complaint alleging behavior which constitutes sexual harassment or sexual misconduct should be prepared by either the accuser or an appropriate University official listed above. This complaint may be filed with the Human Resources Department if the alleged behavior relates to faculty or staff; with the Office for Campus Life if it relates to student behavior. (See one of the above mentioned University officials for the details that need to be included in a written complaint.)
 - (c) Upon receiving a written complaint, the alleged offender will be informed of the complaint by the appropriate University official, unless it is determined that the accuser may be harmed in some manner by immediate notice or unless the University determines that immediate notice to the alleged offender is not appropriate. When the alleged offender is given notice of the complaint, he/she will also be advised as to the procedures that will be undertaken in respect to the complaint, including any procedures for a hearing. If immediate measures need to be taken to separate the alleged offender and accuser, such measures will be taken after consultation between appropriate University officials.
 - (d) The appropriate University officials shall initiate an investigation to determine whether a violation of University policies has occurred. A student due process hearing is typically part of this investigatory

process. As appropriate, the accuser will be kept informed during the process. The alleged offender and accuser are afforded the same opportunity to have an advisor and parent/guardian present at a conduct proceeding. The alleged offender and accuser are informed of the outcome of the student conduct proceeding. The accuser may pursue criminal/civil action against the alleged offender regardless of the University's action.

- (e) Options to address harassment, sexual misconduct, sexual harassment, and sexually inappropriate behavior related to faculty/staff or non-student behavior should be discussed with the Human Resources Department or Office for Campus Life.

Sanctions and Penalties

Sexual harassment and sexual misconduct are considered serious offenses by the University and will result in serious consequences for the offender. University sanctions will be imposed in accordance with appropriate University processes upon persons found to have violated these policies. The Human Resources Department can provide information regarding possible sanctions for faculty/staff and non-employees. Sanctions against students found to have violated these policies can include, but are not limited to, suspension, dismissal and/or separation from the University. Alleged violators may also be subject to prosecution under relevant state and/or federal laws.

Missing Student: Policy and Procedure

Oakland City University takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating any Oakland City University students living in university-owned, on-campus housing, who based on the facts and circumstances known to the university are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the university environment result from students changing their routine without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Security or Campus Life / Residence Life. Every report made to the campus 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 may be notified. In the event that parental notification is necessary, the Director of Campus Life will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at Oakland City University. This emergency information will be kept in the Office of Campus Life. This information will be accessible to authorized campus officials and will not be released except to law enforcement personnel in furtherance of a missing person investigation. Please note: if the student is under the age of 18 and is not emancipated, the University must notify a custodial parent or guardian within 24 hours of the determination that the student is missing. This is in addition to any contact person designated by the student.

GENERAL PROCEDURE:

1. The Oakland City University official receiving the report will collect and document the following information at the time of the report.
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - d. The missing student’s cell phone number (if known by the reporter).

2. The Oakland City University official receiving the report will contact the Director of University Housing and the Director of Campus Life in order to update them on the situation and to receive additional consultation. The Director of

Campus Life will ascertain if/when other members of the University Administration need to be contacted.

3. Upon notification from any entity that a student may be missing, Oakland City University may use any or all of the following resources to assist in locating the student.

- a. Call the student's room.
- b. Go to the student's residence hall room.
- c. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time and location the student was last seen.
- d. Secure a current student ID or other photo of the student from a friend.
- e. Call and text the student's cell phone and call any other numbers on record.
- f. Send the student an email.
- g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student lounges, fitness center, etc. The Office of Campus Security and the Office of Residence Life may be asked to assist in order to expedite the search process.
- h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Face book and Twitter.
- i. Ascertain the student's car make, model and license plate number. A member of the Office of Campus Security will also check Oakland City University parking lots for the presence of the student's vehicle.
- j. The Oakland City University Informational Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the Oakland City University network.

4. Once all information is collected and documented and the Director of Campus Life (or designee) is consulted; Oakland City University 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 should be contacted immediately.) If it is determined a student is missing, contact the local or state authorities. Police procedure and protocol will be followed by the University.

5. If the student is under the age of 18 and is not emancipated, notify a custodial parent or guardian within 24 hours of the determination that the student is missing.

Pornography

All forms of pornography (magazines, videos, computer games, etc.) are prohibited on the Oakland City University campus. Pornography degrades

individuals and undermines the Biblical view of sexual expression. Anyone who is in possession of or distributing any pornographic materials will have all materials confiscated and may be subject to other forms of disciplinary action. Repeated offenses could result in suspension from school.

Tobacco Use

Smoking and tobacco chewing is prohibited in **ALL** Oakland City University buildings and Oakland City University transportation vehicles. The Oaks Snack Bar, the Oakland City University Cafeteria and Resident Halls are included. In addition, Indiana law states that no smoking is allowed within eight (8) feet of the entrance to any buildings.

Storm Drills

There will be periodic storm drills involving the University Resident housing. The Resident Life staff will instruct the residents concerning where they are to go in the case of severe weather.