



**Mid-America Christian University**

**Annual Fire Safety and Security Report 2017**

September 27, 2017

Chief Jacob Pool, Director of Public Safety

**Mid-America Christian University**  
**ANNUAL CRIME REPORT AND ANNUAL FIRE SAFETY REPORT**

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## INTRODUCTION

The safety of the students, employees, and visitors at Mid-America Christian University is the highest priority of the MACU Police Department. MACU Police Department works closely with various departments to ensure the protection of the students is always considered. As the Director of Public Safety and Chief of Police I am able to direct the department to develop relationships with students and assist in preparing them for life after college.

The university designates personnel into key roles to ensure the campus is safe and in compliance with all federal laws and regulations. We pride ourselves in being proactive in educating students in personal safety and the safety of the entire campus. Two of the tools we use to ensure this is the use of the Blackboard Connect system and the Annual Safety Report (ASR). We use the Blackboard Connect as mass notification system to notify all employees, students, and parents of students of emergency and non-emergency related events happening on or immediately near campus. The ASR is used to show the transparency of the campus so everyone can be informed of the campus crime rate.

At MACU, our focus is students. We prepare students through a Wesleyan perspective to create, collaborate, and innovate to solve local and global problems for the glory of God through Jesus Christ and the good of society. We are thankful for everyone who partners with MACU to ensure the university remains a safe and secure campus.

Chief Jacob Pool, Director of Public Safety

## NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act, now cited as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and herein identified as the “Clery Report,” requires institutions of higher education to annually prepare and publish a report concerning campus crime statistics and security policies. The report is distributed through appropriate publications, mailings, or computer networks to all current students and employees, as well as to all prospective students and employees. The report contains annual specific campus crime and arrest statistics gathered from MACU Police Department and local law enforcement, as well as campus policies and practices intended to promote crime awareness, campus safety, and security. This report is prepared by Mid-America Christian University Director of Public Safety/Chief of Police.

Copies of this report may be obtained by visiting the website: <http://www.macu.edu/ASR/>

A copy of this Report can also be obtained in person by Chief Jacob Pool at:

Chief Jacob Pool  
3500 SW 119<sup>th</sup> Street, Oklahoma City, OK 73170  
(405) 692-3100  
(405) 692-3237  
policechief@macu.edu

## CAMPUS SECURITY AUTHORITIES

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

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

The following individuals are MACU’s preferred campus security authorities:

<p><b><u>MACU Police Department</u></b>          Fowler Center          (405) 692-3100</p>	<p><b><u>Jacob Pool,</u></b>  <i>Chief of Police</i>          Fowler Center          (405) 692-3287 jacob.pool@macu.edu</p>
<p><b><u>Jessica Rimmer,</u></b>  <i>Vice President for Student Engagement and Success</i>          Main Building          (405) 692-3275 jessica.rimmer@macu.edu</p>	<p><b><u>Blake Carlson,</u></b>  <i>Director of Student Life</i>          Fowler Center          (405) 703-8240 blake.carlson@macu.edu</p>
<p><b><u>Marcus Moeller,</u></b>  <i>Director of Athletics</i>          Gaulke Center          (405) 692-3102 marcus.moeller@macu.edu</p>	<p><b><u>Darwina Marshall,</u></b>  <i>Director of Human Resources</i>          Kennedy Hall          (405) 692-3196 darwina.marshall@macu.edu</p>
<p><b><u>Sydney Satchell,</u></b>  <i>Resident Director, Southwest Hall</i>          Fowler Center          (405) 692-3247 sydney.satchell@macu.edu</p>	<p><b><u>Mason Brown,</u></b>  <i>Resident Director, McCutcheon Hall</i>          Fowler Center          (405) 692-3193 mason.brown@macu.edu</p>

## CAMPUS POLICE DEPARTMENT

Mid-America Christian University Police Department is a campus police department as authorized by the MACU President and Oklahoma statute O.S. 74-360.17. Under this statute, MACU Police Department has the authority to make arrests and enforce federal and state laws, as well as regulate MACU rules and regulations. MACU Police Department's jurisdiction extends the entire main campus of Mid-America Christian University, located at 3500 SW 119th Street, Oklahoma City, OK 73170. MACU Police Department consists of 4 full-time, 3 part-time, 15 reserve police officers, and 1 student non-commissioned officer.

### WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES

Mid-America Christian University Police Department strives to work closely with other surrounding law enforcement agencies. These agencies include Oklahoma City Police Department and Cleveland County Sheriff’s Office.

While the university is private property, and constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist Mid-America Christian University Police Department in deterring crime. All law enforcement agencies are expected to check in with Mid-America Christian University Police Department when on campus. Mid-America Christian University Police Department is recognized by the State of Oklahoma as a law enforcement agency.

Mid-America Christian University Police Department enjoys strong relationship with the Cleveland County Sheriff's Office (CCSO). Mid-America Christian University Police Department personnel are police officers with law enforcement and arrest authority on campus. The exercise of that authority is described in a "Memorandum of Understanding" (MOU) between CCSO and Mid-America Christian University Police Department that outlines which law enforcement agency will have jurisdiction over which types of offenses. However, as a matter of course, serious crimes are reported to CCSO for assistance if needed.

As noted previously, CCSO is notified of all serious crime on campus, and is immediately notified of major crimes via the telephone or two-way radio. The university relies on the telephone or two-way radio to contact the county or local emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to Mid-America Christian University Police Department, Cleveland County Sheriff's Office and/or Oklahoma City Police Department where appropriate under the MOU.

Annually, the Undersheriff of the Cleveland County Sheriff's Office is provided with a summary of all crime occurring on campus. Frequent meetings or telephone conversations between the Undersheriff and the Chief of MACU Police Department allow for exchanges of routine information on a timely basis. Additionally, special needs are communicated between agencies as they occur. In some instances, where Oklahoma State Bureau of Investigations and/or the Oklahoma Highway Patrol resources are needed the Mid-America Christian University Police Department will ask for assistance. Crimes committed at off campus facilities under the control of MACU will be disclosed in these statistics if they come to the attention of Mid-America Christian University Police Department.

## TIMELY WARNING POLICY

Timely Warnings are issued for reported Clery Act crimes that represent a serious and ongoing threat to the university. If a situation arises that, in the judgment of the Chief of Police, Vice President for Student Engagement and Success, or Chief Information Officer, constitutes a serious and ongoing threat, a campus-wide warning will be issued. The warnings will be issued via blackboard connect (phone call, text message, email), bulletin board postings, or website/social media postings. Timely warnings will be made as soon as safely possible.

The purpose of timely warnings is to provide the Mid-America Christian University community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to Mid-America Christian University Police Department, 3500 SW 119th Street, Oklahoma City, OK 73170; (405) 692-3100.

## DAILY CRIME LOG

A daily crime log is available for review 24 hours a day at 3500 SW 119<sup>th</sup> Street, Oklahoma City, OK 73170 (Fowler Center). The information in the crime log typically includes the crime classification, date reported, date occurred, time occurred, general location and disposition of each crime. It does not include names of the parties involved.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES STATEMENT

The Chief of Police, or his designee, will immediately notify the campus community in the event and confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of the campus community.

The decision to notify the community will be based on a case-by-case basis. The initial recommendation will be made by law enforcement personnel at the scene and they will request notification of the campus community based on their professional judgment. This recommendation can be made to any senior administrator, but is typically made to the President, Vice President of Student Engagement and Success, or the Vice President for Academic Affairs. The people responsible for sending the official notification to the Campus community include, but are not limited to, the MACU Chief of Police, the MACU Chief Information Officer and the Director of Communications. In the event of an incident that would require the larger community to be notified, information will be sent through the internet, local media, and local cable channels if appropriate.

Mid-America Christian University Police Department and designated persons will test the Emergency Plan annually and document the information concerning a description of the exercise, i.e. date, time and if announced or not announced. This documentation will be kept with the Annual Security Report at the Mid-America Christian University Police Department.

### Notification to University Community About an Imminent Threat

If the Mid-America Christian University Police Department confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Mid-America Christian University community, the Mid-America Christian University Chief of Police and/or Director of Communications will without delay, and taking into the account the safety of the community, utilize some or all of the systems described under the Timely Warning Policy (located at page 7) to communicate the threat to the Mid-America Christian University community or appropriate segment of the community if the threat is limited to a particular building or segment of the population.



The Mid-America Christian University Police Department conducts tornado, fire, and active shooter drills on an annual basis. These drills include evacuating and locking down the university. Drills are announced to Faculty and Staff at least one week in advance and are unannounced to students with the exception of lockdown drills. Lockdown drills are announced one week prior to the drill to the entire campus community. In 2016 these drills were performed on the following dates:

<b><u>Fire Drills</u></b>	<b><u>Tornado Drills</u></b>	<b><u>Lockdown Drills</u></b>
09/27/2016	01/27/2016	02/26/2016
	10/12/2016	11/10/2016

## Medical Emergencies

Steps to take in a medical emergency:

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.
3. Call 911. Tell them your name, your exact location and a brief description of the problem. Do not hang up until told to do so.
4. Meet emergency personnel to guide them to the patient.

## Campus Wide Emergency Response

The purpose of this policy is to establish emergency response procedures for Mid-America Christian University, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and employees of Mid-America Christian University.

The Mid-America Christian University Police Department may issue a Timely Warning Alert whenever a report is received of a violent crime against a person or a substantial crime against property on campus that represents a serious or ongoing threat to the safety of students, faculty and staff. Alerts may be assigned the same number as the corresponding police report and provide details of the crime, a description of the suspect if known, information on whom to contact with information and safety tips. Campus Crime Alerts may be e-mailed, text (Blackboard Connect) message, bulletin boards or other available means, as reasonably and timely as possible to faculty, staff, and students, distributed throughout campus, provided to campus media, posted on the MACU website and, if appropriate, posted in off-campus areas frequented by students. Whenever the Oklahoma City Police issue a news release about an off-campus crime that represents a serious or ongoing threat to the safety of students, faculty, and staff, the university may assist in publicizing the crime on campus. Campus Crime Alerts typically include the following information:

1. A brief statement of the incident.
2. Any connection to previous incidents.
3. Physical description and/or drawing of the suspect, if appropriate.
4. Date and time the bulletin was released.
5. Other relevant and important information.
6. Appropriate safety tips.

## Emergency Messaging System

The university provides emergency messaging services (Blackboard Connect) to the university community via cell phone text messages and email. The Emergency Messaging System is available to students, faculty, and staff on the Main Campus (3500 SW 119<sup>th</sup> St., Oklahoma City, OK 73170) and North location (11600 Broadway Ext. Service Road, Oklahoma City, OK 73114). To participate in this service, individuals must register through the MACU Blackboard Connect Website Portal. Students are automatically signed up for the alerts each year, but can (although not recommended) voluntarily opt out of receiving messages. Messages about Campus Crime Alerts generally will not be sent unless it is decided there is imminent threat of danger. This notification service is provided in addition to existing emergency reporting procedures and does not replace or eliminate any emergency notification system (e.g., tornado sirens).

## CRIME PREVENTION

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Mid-America Christian University Police Department personnel facilitate programs for student, parent, faculty, and new employee orientations, in addition to programs for Housing Services Resident Advisers and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes. To enhance personal safety, and especially in the evenings, MACU Police Department encourages students to walk as groups to areas off campus.

We encourage quick reporting of criminal incidents, no matter how small or insignificant they may appear. Victims have the right to expect and demand proper investigation of any crime, and their involvement and cooperation are vital to each case. All crimes are investigated immediately and thoroughly. Follow-up investigations will continue to collect other information and evidence to identify and apprehend the offenders. Mid-America Christian University Police Department works in partnership with the Cleveland County Sheriff's Office and the District Attorney to prosecute offenders. There are steps citizens can take to avoid becoming a victim and to ensure their personal safety.

## PERSONAL SAFETY

The following precautions provide guidance.

*General Precautions and Crime Prevention Tips (these can be used on or off campus):*

1. Program the Mid-America Christian University Police Department's phone number into your cell phone, (405) 694-5242. Report any suspicious activity to the Mid-America Christian University Police Department immediately.
2. Never take personal safety for granted. Always be aware of your surroundings.
3. Try to avoid walking alone at night. Request an escort from the Mid-America Christian University Police Department by calling (405) 694-5242.
4. Limit your alcohol consumption and leave social functions that get too loud or too crowded, or that have too many people drinking excessively. Remember to call the Mid-America Christian University Police Department or the Oklahoma City Police Department for help at the first sign of trouble.
5. Use lighted walkways and thoroughfares, even if it means going out of your way.
6. Carry only small amounts of cash and keep purses, backpacks and money belts close to the body.
7. Do not struggle if someone attempts to take your property.
8. Never leave valuables (wallets, purses, books, calculators, laptops, etc.) unattended.
9. Carry your keys at all times and do not lend them to anyone.
10. Lock up bicycles and motorcycles. Lock doors and close windows when leaving your car.
11. Remember to lock the doors at your residence. Be certain that your door is locked to your residence when you go to sleep, and keep windows closed and locked when you are not at home.
12. Do not leave valuables in your car, especially if they can be easily noticed.
13. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
14. Inventory your personal property and insure it appropriately with personal insurance coverage.

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

1. Keep your room door locked when you are sleeping, or not home.
2. Never let unauthorized persons come into your room, enter residence halls, or enter apartment security doors. Always ask to see proper identification.
3. Never prop open inside or outside doors.
4. Do not hide keys outside your room or apartment. Do not put your name or address on your key rings.
5. Avoid working or studying alone in a campus building.
6. Never dress in front of a window. Close blinds or curtains after dark.

7. If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and call the police.
8. Any suspicious activity should be reported to the Mid-America Christian University Police Department immediately.

*When driving:*

1. Park your vehicle in a well-lit and populated area.
2. Have your car keys in your hand when approaching your vehicle so you can enter quickly.
3. Lock your doors and keep windows rolled up whenever possible.
4. Drive on well-traveled and well-lit streets.
5. Never hitchhike, and never pick up hitchhikers.
6. If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
7. If your vehicle breaks down, ask any person who stops to help to call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to provide the other driver an opportunity to commit a criminal act.
8. Leave enough room between your car and the one ahead so you can drive around it if necessary.
9. Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
10. Limit distractions such as cell phones.

*While walking or jogging*

1. Avoid walking or jogging alone, and try not to walk or jog after dark.
2. Avoid dark or vacant areas. Walk along well-lit routes.
3. Be alert to your surroundings. If you suspect you are being followed: Run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area, a group of people. Call 911 or campus police at (405) 694-5242 if you feel unsafe.

## SERVICES

Mid-America Christian University Police Department offers a variety services to our staff, faculty, and students in addition to performing routine patrolling duties. MACU DPS provides building unlocks, as well as vehicle unlocks, jumpstarts, and air assists to vehicles on campus property as items are available.

Our participation in athletic and special events promotes a sense of safety and security to visitors and campus personnel and students as well.

Our office is always willing to share statistics, insights, and experiences as a basis for class reports or vocational interests or as class presentations.

We provide emergency message notifications as directed in our policy and procedures.

The Mid-America Christian University Police Department strives to provide proactive law enforcement and public service to the entire University community.

The Mid-America Christian University Police Department will also escort students and employees when necessary for safety concerns.

## SEX OFFENDER REGISTRY

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

Oklahoma law (Title 57, Sections 583-584) requires anyone required to register as a sex offender do so with both their local law enforcement (municipal or county) agency at their residence and also with the police or security department of any institution of higher education at which they are enrolled as a student (full-time or part-time), are an employee (full-time or part-time) or reside (or intend to reside or stay) on any property owned or controlled by the institution of higher education.

Information on any sex offender who works for, attends, or lives on property owned by Mid-America Christian University can be found at Mid-America Christian University Police Department, Oklahoma City Police Department, or Cleveland County Sheriff's Office. The OSBI is responsible for maintaining this registry. Follow the link below to access the FBI Sex Offender Registry (individual states included). <http://www.fbi.gov/scams-safety/registry>

The State of Oklahoma sex offender registry website is: <https://sors.doc.state.ok.us>

## REPORTING PROCEDURES

### Crime Reporting

MACU encourages the accurate and prompt reporting of all crimes to the MACU Police and appropriate police agencies when the victim elects to or is unable to make such a report. To report a crime, the victim or witness needs only to call the police and a police officer will meet

them to gather information. An official report will be made with copies available to the victim after a completed investigation.

To report a crime in progress, dial 911, or dial extension 3100 from a campus phone or call (405) 692-3100 using a cell phone. MACU Police Department can also send and receive text messages at (405) 694-5242.

### Confidential Crime Reporting

Mid-America Christian University permits victims or witnesses to report crimes to Mid-America Christian University Police on a voluntary, anonymous basis (and includes such anonymous reports in reported crime totals) but encourages individuals who report crime to provide identifying information. The purpose of this type of report is to comply with the reporting party's wish to keep the matter anonymous, while taking steps to contribute to future campus safety. With such data, the University can maintain accurate records of the number of incidents and determine if there is a pattern of crime with regard to a particular location, method, or offender, and appropriately alert the community to potential danger. The University Police Department does not usually accept anonymous police reports, but will, if the information is related to suspicious behavior that may later involve criminal activity.

### Crimes Disclosed to a Pastoral or Mental Health Counselor

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

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

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

Note that the pastoral counselor or mental health counselor must report the crime to the

MACU Police Department or Office of Student Affairs for purposes of including the incident in the annual crime statistics only. Personal information will not be conveyed when making this disclosure unless the victim consents to such disclosure.

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

### Educational Programming

Mid-America Christian University has held the following educational classes and programs, during the 2015-2016 school year, for the students attending Mid-America Christian University. Along with the following classes Mid-America Christian University Police Department also trains faculty, staff, and students on active shooter response and the Violence Against Women Act.

#### AlphaPoint.me:

All new MACU student are required to complete this program. AlphaPoint.me is a comprehensive resilience program that addresses substance use, mental health, sexual assault, relationships, diversity, civility, and connections with campus and the local community. The program utilizes an online video series, including interactive modules, which optimize learning and behavior change.

#### Red Flag Relationship Week

This is an event that occurs during Relationship Week where hundreds of red flags are hung across the entire campus with relationship warning signs written on them.

#### Relationships Week:

This takes place during the week of Valentine's Day. Students have the opportunity to attend several events that are designed to encourage students to think, talk, and pray through the significant relationship in their lives. These events included the red flag event, faculty/staff discussion panels for men and women, and a round table discussion.

#### National Campus Safety Awareness Month:

MACU participated in the 2017 National Campus Safety Awareness Month where each week was a different emphasis on safety. These events were a lockdown drill with video shown in chapel about Run. Hide. Fight., emergency preparedness table, registering personal belongings with serial numbers and giving students an opportunity to engrave a personal serial number on belongings, and personal safety and awareness table.

#### Resident Advisor Training:

Each year in August all resident hall advisors attend training from a representative from MACU Police Department where they are taught about MACU's emergency procedures, violence against women act, and warning signs of domestic violence, dating violence, and stalking.

Mid-America Christian University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the Definitions section on Page 27-34. Mid-America Christian University further prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined under Oklahoma law (page 30).

## Victim Information

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

## Definition of Consent

Effective Consent is:

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

As of June 6<sup>th</sup>, 2016 the State of Oklahoma has defined consent under the following statute: 21 Okla. Stat. § 113 (also see Crime Definitions).

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

- a. If you are not safe and need immediate help, call the police (9-1-1). If the incident happened on campus, call the Mid-America Christian University Police Department at (405) 692-3100. If the incident occurred elsewhere in Oklahoma City, call the Oklahoma City Police Department at (405) 231-2121. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.
- b. Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the Oklahoma City Rape Crisis Center at (405) 943-7273 to get advice and discuss options for how to proceed.
- c. Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus disciplinary process.
- d. Go to the St. Anthony Healthplex South (I-44 and S.W. 134th Street, (405) 815-5600) to receive care for any physical injuries that may have occurred. While in the emergency



room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. The medical facility does not have a SANE nurse onsite; however, a special room is available where a SANE nurse is teleconferenced. A SANE nurse is defined as a qualification for forensic nurses who have received special training to conduct sexual assault evidentiary exams for rape victims.

- e. If you call the Oklahoma City Rape Crisis Center at (405) 943-7273 a sexual assault nurse examiner (SANE), a police officer and a rape volunteer advocate will be sent to the exam site.
- f. Upon arrival at St. Anthony Healthplex South, you will be taken to a private exam area. The nurse, advocate, and police officer will be directed to this same location. You will be examined to treat any injuries and to gather evidence.
- g. The rape advocate will support you throughout the entire exam, which will be performed by the nurse. The advocate will provide a packet of written materials that contains information about common reactions to rape, follow-up medical needs and support services.

You do not have to involve law enforcement if you wish, although, police do have to conduct an investigation if charges are to be placed on your assailant.

## On and Off Campus Resources

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

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

## Counseling Resources

Victims are encouraged to contact the Mid-America Christian University Police Department (405) 692-3100 and/or the Office of Student Life (405) 692-3242 for assistance in locating available resources in areas such as counseling, health, mental health, victim advocacy and/or legal assistance on and off campus.

Upon availability, Mid-America Christian University can provide confidential counseling free of charge for all of our College of Arts and Sciences students as well as any College of Adult and Graduate Studies students able to drive to the university's main location for sessions. Counseling services are provided by Graduate students in the Master of Science in Counseling program completing the practicum/internship portion of their program. The students are under supervision by both a licensed on-site supervisor as well as their university supervisor who is also a licensed practitioner. To make an appointment contact Dorothy Koglin at (405) 692-3160.

With the understanding that MACU does not endorse any specific individual, group, or organization, here is a list of some available community services that a victim may wish to contact about services offered:

- Heartland Health – Provides Referral and Support 1 (800) 273-TALK (8255)
- Norman Domestic Violence Crisis Line (405) 701-5540
- Norman Rape Crisis Center – Women's Resource Center (405) 701-5660
- Oklahoma City Rape Crisis Center – YWCA (405) 943-7273
- Oklahoma Coalition Against Domestic Violence and Sexual Assault (405) 524-0700
- OK VINE
  - Criminal Tracking and Victim Notification 1 (877) OK2-VINE
  - [www.vinelink.com](http://www.vinelink.com)
- Rape Hotline (405) 943-7273
- Oklahoma Safeline
  - Domestic Violence, Sexual Assault, or Stalking (800) 522-SAFE
- Suicide Hotline
  - 1-800-273-TALK (8255)
  - 1-800-SUICIDE (784-2433)
- Cleveland County Victim-Witness Coordinator (405) 573-1352

#### Other Local Services Available to Victims

- Mid-America Christian University Police Department (405) 692-3100
- Mid-America Christian University Student Life Office (405) 694-3242
- Mid-America Christian University Title IX Coordinator (405) 692- 3275
- Cleveland County District Attorney's Office (405) 321-8268
- Cleveland County Sheriff's Office (405) 701-8888
- Oklahoma City Police Department (405) 231-2121
- Oklahoma County District Attorney's Office (405) 713-1639

## Medical Services

St. Anthony Healthplex South (off-campus)  
I-44 and S.W. 134th Street  
(405) 815-5600

SW Integris Medical Center  
4401 S. Western Avenue, OKC  
(405) 636-7000

Additional information on resources as well as educational information on sexual violence prevention can be found at

<https://www.whitehouse.gov/1is2many>

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

## Interim Measures

The Title IX Coordinator and Director of Student Life can put in place interim measures for student victims of sexual violence as needed. A formal complaint does not need to be submitted to have interim measures put in place. Mid-America Christian University will maintain as confidential any interim measures provided as long as it does not impair the ability to provide the interim measures.

- a. **Assistance in Reporting:** MACU Student Life can assist you in filing a complaint with the institution conduct process and the appropriate law enforcement agencies against the student(s) who caused harm.
- b. **No Contact Order:** Student Life can put in place a No Contact Order between the complainant and the respondent, which would prohibit contact between both parties through any means of communication, as well as not having others make contact on their behalf.
- c. **Emergency Protective Order:** Mid-America Christian University Police Department can assist you in filing for an Emergency Protective Order in Cleveland County District Court. This is a court-ordered petition that prohibits contact between the complainant and respondent.
- d. **Safety Measures:** Student Life can coordinate any reasonable arrangements that are necessary for your ongoing safety. This includes transportation arrangements or providing an escort.
- e. **Living Arrangements:** Student Life can assist in changing your on-campus living arrangements or that of the accused to ensure safety and a comfortable living situation.

- f. **Academic Arrangements:** The Student Success Center can assist in adjusting your academic schedule or that of the accused as well as assist in providing access to academic support services.
- g. **Other Interim Measures:** Student Life can coordinate any reasonable arrangements to address the effects of the sexual violence on you, including connecting you with counseling, health care or academic support resources.

## REPORTING OPTIONS

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

Mid-America Christian University encourages victims of sexual violence to talk to someone about what happened so they can receive support and so that the institution can respond appropriately. Mid-America Christian University offers both confidential reporting and non-confidential reporting options. It is important to be aware that different individuals who victims can contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure a victim of confidentiality, including counselors and certified victims' advocates. In general, however, any other institution employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, the institution must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

The University has adopted a mandatory reporting model. For this reason, only the counseling center is considered a confidential reporter.

### A. Confidential Reporting Options

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

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

Professional and licensed counselors who are employed by the university to provide mental health counseling (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX

coordinator without a victim's permission. These individuals are also not required by the Clery Act to report.

Mid-America Christian university values the holistic care of our students. For this reason, upon counselor availability, we are committed to providing confidential counseling free of charge for all of our College of Arts and Sciences students as well as any College of Adult and Graduate Studies students able to drive to the university's main location for sessions. Counseling services are provided by Graduate students in the Master of Science in Counseling program completing the practicum/internship portion of their program. The students are under supervision by both a licensed on-site supervisor as well as their university supervisor who is also a licensed practitioner. To make an appointment contact Dorothy Koglin at (405) 692-3160. Additional support is available to students who live in the residence halls. Residential students have access to professional resident directors and a staff of student residence hall assistants that also live in the residence halls. The trained personnel are skilled in perceiving and providing programs and interventions to enhance spiritual, social and emotional growth.

### ***Victim Advocate***

Mid-America Christian University does not have a victim advocate at the university. The university encourages victims to speak to Mid-America Christian University Police Department or the Office of Student life. For criminal proceedings, resources and information are available through the Cleveland County Victim-Witness Coordinator. Victims are also encouraged to use the local resources provided on page 18.

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

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

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

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

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

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

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and if the victim wants to maintain confidentiality, then the student should be directed to a confidential resource. Employees can learn more about interacting with a victim of sexual violence at [notalone.gov](http://notalone.gov).

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

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

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

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

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

- The increased risk that the alleged respondent will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged respondent;
  - whether the alleged respondent has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged respondent threatened further sexual violence or other violence against the victim or others;

- o whether the sexual violence was committed by multiple respondents;
- o whether the sexual violence was perpetrated with a weapon;
- o whether the victim is a minor;
- o whether the institution possesses other means to obtain relevant information of the sexual violence (e.g., security cameras or personnel, physical evidence);
- o whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

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

If it is determined that the institution cannot maintain a victim's confidentiality, the institution will inform the victim prior to starting an investigation. Mid-America Christian University will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. The institution may not require a victim to participate in any investigation or conduct process. Retaliation against the victim, whether by students or institution employees, will not be tolerated.

## REPORTING TO THE POLICE

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

If the incident happened on campus, it can be reported to the Mid-America Christian University Police Department in The Fowler Student Center, 3500 SW 119<sup>th</sup> Street, Oklahoma City, OK 73170 or at (405) 692-3100. If the incident occurred elsewhere in Oklahoma City, OK, it can be reported to the Oklahoma City Police Department at 5501 South Portland Avenue, Oklahoma City, OK or at (405) 231-2121. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred.

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

Report to Student Life

Anyone can report any instances of sexual violence to Student Life at The Fowler Student Center, 3500 SW 119<sup>th</sup> St. or at (405) 692-3242. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident.

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

Additionally, as stated above, Mid-America Christian University strongly encourages individuals to report any instance of sexual violence to the police.

## MISSING STUDENT NOTIFICATION

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

If a member of the Mid-America Christian University community has reason to believe that a student who resides in on-campus housing is missing for an unexplained amount of time, he or she should immediately notify the Mid-America Christian University Police Department at 405-694-5242. The Mid-America Christian University Police Department will generate a missing person report, initiate an investigation, and notify the Vice President for Student Engagement and Success and the Director of Student Life as soon as possible. Students residing in on-campus housing may register a general emergency contact to be contacted by the Vice President for Student Engagement and Success or the Director of Student Life in the event the student is determined to be missing. If a student has identified such an individual, the Vice President for Student Engagement and Success or the Director of Student Life will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so by contacting the Student Life Office at 405-692-3242. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. After investigating a missing person report, should the Mid-America Christian University Police Department determine that the student has been missing for 24 hours, the Mid-America Christian University Police Department will notify Oklahoma City PD and the Vice President for Student Engagement and Success or the Director of Student Life will notify the student's emergency contact, no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Vice President for Student Engagement and Success or the Director of Student Life will notify the student's parent or legal guardian immediately after the Mid-America Christian University Police Department has determined that the student has been missing for 24 hours.



## CRIMES IN PROGRESS

To report a crime in progress, a person, victim or witness can dial 911, use one of the outside emergency telephones or call one of the listed police phone numbers provided on page 18. Any reporting method will stimulate the response of police, fire, ambulance or other first responders. In addition, the victim of a serious crime can request support personnel, such as ministers and rape crisis or domestic violence counselors, during or after reporting the incident.

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

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

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

1. **Call the police immediately:** Dial 911 for emergencies or call (405) 692-3100.
2. **Obtain a description:** Attempt to obtain a description of the offender(s), including gender, age, race, hair, clothing and distinguishing features. Also attempt to obtain a description and license number of any vehicle(s) involved. Note the direction of travel of any offender(s) or vehicle(s) and report these to the police.
3. **Preserve the crime scene:** Do not touch any items involved in the incident. Close off the area of the incident, and do not allow anyone in the crime area until police arrive.

## CRIME DISCLOSURE

Mid-America Christian University policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the Mid-America Christian University Police Department and other campus officials, including University Counseling Services, Residential Life, and Student Life Services, and local law enforcement. Crime statistics are collected by the Mid-America Christian University Police Department. MACU Police Department also gathers statistics from surrounding law enforcement agencies or any law enforcement agencies that have jurisdiction over any MACU controlled property.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to the Mid-America Christian University Police Department or a campus security authority (located on pages 5-6).

The tables on pages 35-36 (Campus Crime Report) comply with the Clery Act.

The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus. They do not include off-campus private housing, which are within the Oklahoma City Police jurisdiction. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Oklahoma City Police Department or Cleveland County Sheriff's Office.

### Definition of Terms for Statistical Charts

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

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

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

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

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

**Non-Campus Building or Property:** Buildings or property owned or controlled by a student organization, such as a fraternity or sorority, recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is used by students and is not within the same reasonable contiguous geographical area of the institution. Mid-America Christian University has two non-campus buildings. North location at 11600 Broadway Ext. Oklahoma City, OK 73114 and Houston location at Community of Faith Church, 1024 Pinemont Dr. Houston, TX 77018.

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

## Crime Definitions

The following definitions are those used in the Uniform Crime Reporting System of the United States Department of Justice's Federal Bureau of Investigation and the 2016 edition of the Clergy Handbook.

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

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

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

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

**Dating Violence:** Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

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

- current or former spouse or intimate partner of the victim,
- person with whom the victim shares a child in common,
- person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
- person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

- any other person against an adult or youth victim who is protected from that person's acts under the domestic of family violence laws of the jurisdiction in which the crime of violence occurred.

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

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

***Hate Crimes:*** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this definition, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

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

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

***Manslaughter by Negligence:*** The killing of another person through gross negligence.

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

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

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

**Sexual assault:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. The four types of sexual assaults used for reporting are described below.

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

**Stalking:** Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

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

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned. Mid-America Christian University policy prohibits deadly weapons on campus with limited exceptions.

## Crime Definitions Under Oklahoma Law

### **Consent:**

The term “consent” means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:

a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or

b. is under duress, threat, coercion or force; or

2. Inferred under circumstances in which consent is not clear including, but not limited to:

a. the absence of an individual saying “no” or “stop”, or

b. the existence of a prior or current relationship or sexual activity.

21 Okla. Stat. § 113 (effective June 6, 2016).

**Dating violence** is not defined in Oklahoma; however, violence against a person with whom the perpetrator is in a dating relationship is considered domestic violence, defined below. A **dating relationship** is defined as: a courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

22 Okla. Stat. § 60.1.

**Domestic violence** is not defined in Oklahoma law. However, the criminal definition of **domestic abuse** is defined as: Any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

21 Okla. Stat. § 644.

### **Sexual assault:**

a. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of this title, or

b. forcible sodomy, as defined in Section 888 of this title.

21 Okla. Stat. § 142.20.

***Rape (as used in the definition for “sexual assault)”:***

A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

1. Where the victim is under sixteen (16) years of age;
2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or
8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system.

B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

21 Okla. Stat. § 1111

***Rape by instrumentation (as used in the definition of “sexual assault”):***

Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, consent shall not be an element of the crime. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this section shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment.

21 Okla. Stat. § 1111.1.

***Forcible sodomy (as used in the definition of “sexual assault”):***

A. Any person who forces another person to engage in the detestable and abominable crime against nature, pursuant to Section 886 of this title, upon conviction, is guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a period of not more than twenty (20) years. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this subsection shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment. Any person convicted of a second violation of this section, where the victim of the second offense is a person under sixteen (16) years of age, shall not be eligible for probation, suspended or deferred sentence. Any person convicted of a third or subsequent violation of this section, where the victim of the third or subsequent offense is a person under sixteen (16) years of age, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole, in the discretion of the jury, or in case the jury fails or refuses to fix punishment then the same shall be pronounced by the court. Any person convicted of a violation of this subsection after having been twice convicted of a violation of subsection A of Section 1114 of this title, a violation of Section 1123 of this title or sexual abuse of a child pursuant to Section 843.5 of this title, or of any attempt to commit any of these offenses or any combination of said offenses, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole.

B. The crime of forcible sodomy shall include:



1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age; or
2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime; or
3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime; or
4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state; or
5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system.

21 Okla. Stat. § 888.

***Stalking:***

Any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and
2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested,

upon conviction, shall be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment

F. For purposes of this section:

1. "Harasses" means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;

2. "Course of conduct" means a pattern of conduct composed of a series of two (2) or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct";

3. "Emotional distress" means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;

4. "Unconsented contact" means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:

a. following or appearing within the sight of that individual,

b. approaching or confronting that individual in a public place or on private property,

c. appearing at the workplace or residence of that individual,

d. entering onto or remaining on property owned, leased, or occupied by that individual,

e. contacting that individual by telephone,

f. sending mail or electronic communications to that individual, and

g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual; and

5. "Member of the immediate family", for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months.

21 Okla. Stat. § 1173.

## CRIME STATISTICS

Total Crimes Reported:	Mid-America Christian University						Non-Campus Property			Public Property			Total		
Offense Type	2014		2015		2016		2014	2015	2016	2014	2015	2016	2014	2015	2016
(includes attempts)	Res.	Total	Res.	Total	Res.	Total									
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	1	0	0	2	2	0	0	0	0	0	0	1	0	2
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Number of Arrests/Referrals for Selected Offenses															
	Mid-America Christian University						Non-Campus			Public Property			Total		
Offense Type	2014		2015		2016		2014	2015	2016	2014	2015	2016	2014	2015	2016
(includes attempts)	Res.	Total	Res.	Total	Res.	Total									
<b>Liquor Law Violations</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	4	4	4	4	0	13	0	0	1	0	0	18	4
<b>Drug Law Violation</b>															
Arrest	2	2	0	0	0	0	0	0	0	0	0	0	2	0	0
Referral	5	5	0	0	1	1	0	4	0	0	1	0	5	5	1
<b>Weapons Law Violation</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Number of Incidents for Selected Offenses (VAWA)															
Offense Type	Mid-America Christian University						Non-Campus			Public Property			Total		
	2014		2015		2016		2014	2015	2016	2014	2015	2016	2014	2015	2016
	Res.	Total	Res.	Total	Res.	Total									
Stalking	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## HATE CRIMES

2014: No hate crimes were reported.

2015: No hate crimes were reported.

2016: No hate crimes were reported.

## OBTAINING REPORTS

To request a copy of a report or ask other related questions, contact the Mid-America Christian University Police Department at (405) 692-3100.

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

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

## OFF-CAMPUS CRIME

If the Oklahoma City Police Department or Cleveland County Sheriff's Office is contacted about criminal activity occurring off-campus involving a member of the Mid-America Christian University community, the Oklahoma City Police Department or Cleveland County Sheriff's Office may notify the Mid-America Christian University Police Department. However, there is no official policy requiring such notification. Individuals in these cases may be subject to arrest by Oklahoma City Police Department or Cleveland County Sheriff's Office and subject to Mid-America Christian University judicial proceedings through the Office of Student Life.

Mid-America Christian University has no officially recognized student organizations with non-campus housing facilities.

## ACCESS TO CAMPUS FACILITIES

The Mid-America Christian University campus is open to the public throughout the day. The University has closed campus hours between 12:00am-6:00am. The general public is not allowed on MACU property during that time.

During business hours, MACU will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all MACU facilities is by key, key card, or by admittance via the Mid-America Christian University Police Department or Residence Life staff. Residence halls are secured 24 hours a day. Over extended breaks, the doors of all buildings are be secured. Some facilities may have individual hours, which may vary at different times of the year. Emergencies may necessitate changes or alterations to any posted schedules. During the academic year, the Director of Facilities, Director of Student Life and Director of Public Safety, meet monthly to discuss issues of pressing concern.

## MAINTENANCE OF CAMPUS FACILITIES

A variety of features have been implemented in the maintenance of the campus facilities to increase the safety and security of the campus. These features include landscaping and a well-manicured lawn, outside cameras, mirror tinted windows on from facing buildings, cement bases on parking poles, speed bumps, and controlled access locks on three buildings. Mid-America Christian University Police Officers regularly patrol and report malfunctioning lights and other unsafe physical conditions to Facilities for correction. Other members of the Mid-America Christian University community are helpful when they report equipment problems to the Facilities Department (405) 692-3258.

## ALCOHOL AND DRUG POLICIES

The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education by 10-1-90, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. An illicit drug is the non-medical use of a variety of drugs that are prohibited by international law. This policy is adopted by MACU to comply with this statutory directive and encourage a culture of compliance. The university is committed to providing education regarding the negative impacts of illicit drug use, misuse of prescription drugs, and the excessive or illegal consumption of alcohol.

In addition to the above policy, MACU regards the display of paraphernalia representing alcohol, drugs, and/or tobacco as incongruent with the University's policy. Any student who chooses to engage in the use of alcoholic beverages, hallucinogenic drugs (including but not limited to marijuana, and synthetic narcotics or other controlled substances (not properly prescribed and used), tobacco products and paraphernalia (including vapors and electronic cigarettes) is subject to disciplinary action. This policy applies to a student's conduct both on and off campus during any period of enrollment.

MACU is committed to maintain a workplace free of drugs and alcohol and prohibits drug and alcohol abuse by its employees. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on MACU premises and while conducting business-related activities off MACU premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job. However, if they carry the possibility of impairing an employee's ability to perform the essential functions of his/her job effectively and in a safe manner, the employee needs to discuss this possibility with his/her supervisor as soon as possible. In the absence of such a conversation, if it becomes evident to the supervisor that prescription drugs are impairing an employee's ability to function in his/her job, the supervisor will initiate a conversation regarding how to address the situation.

## ALCOHOL AND DRUG ABUSE EDUCATION PROGRAMS

The university has programs to help in preventing the illicit use of drugs and the abuse of alcohol by students and employees. These programs provide services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

The MACU Police Department provides an overall coordination of the Drug-Free School Program. However, many services are coordinated by other areas of the institution.

These include:

AlphaPoiont.me (described on page 15)

Chapel Speakers: Twice a week students, faculty, and staff gather for chapel through the academic school year. A different speaker is brought in to the chapel to speak about spiritual based issues students can relate to have a greater encounter with God. In the 2017 school year, two speakers spoke about choices and the effects alcohol and drugs have on the body to hinder your relationship with God and future.

College Disciplinary Actions: Vice President for Student Engagement & Success, Director of Student Life, Residence Directors, and Campus Police Department work together to ensure MACU's drug and alcohol policy is enforced.

Counseling Services: Referrals can be made by Office of Student Life, Campus Ministries, as well as any other faculty and staff member.

Mid-America Christian university values the holistic care of our students. For this reason, upon counselor availability, we are committed to providing confidential counseling free of charge for all of our College of Arts and Sciences students as well as any College of Adult and Graduate Studies students able to drive to the university's main location for sessions. Counseling services are provided by Graduate students in the Master of Science in Counseling program completing the practicum/internship portion of their program. The students are under supervision by both a licensed on-site supervisor as well as their university supervisor who is also a licensed practitioner. To make an appointment contact Dorothy Koglin at (405) 692-3160. Additional support is available to students who live in the residence halls. Residential students have access to professional resident directors and a staff of student residence hall assistants that also live in the residence halls. The trained personnel are skilled in perceiving and providing programs and interventions to enhance spiritual, social and emotional growth.

Referral Services: Office of Student Life, Campus Police Department, and Campus Ministry are available to assist students in locating outside resources for students who need help. These services are listed in the On and Off Campus Resources section of this report.

## LOST AND FOUND

The Mid-America Christian University Police Department Lost and Found is located at Fowler Center, 3500 SW 119<sup>th</sup> Street, Oklahoma City, OK 73096. Additionally, there are lost and found areas located in other campus buildings. After a certain period of time, all buildings and officers are encouraged to forward any found items to the Mid-America Christian University Police Department to maintain a central location for persons seeking lost property.

Mid-America Christian University Police Department's Policy for lost property:

1. When a citizen locates found property, state law requires that officers give the citizen the option of retaining or relinquishing any future claim to the property. There is no legal distinction between found property and potential evidence. If potential evidence cannot be connected to a specific crime it must be handled as found property.
2. Mid-America Christian University Police Department may follow these steps when handling found property:
  - a. Complete a Citizen Property Registration Form stating whether or not the citizen wishes to retain ownership of the found property.
  - b. Submit the Citizen Property Registration form with a proper case number to a supervisor for approval.
  - c. Found property may be placed in departmental property room if the finder relinquishes any claim to the property.

Disposition of Property:

1. Property held in the property room as evidence will be maintained until such time as the property is no longer needed for the criminal case. Authorization to dispose of "evidence" should be obtained from a supervisor.
2. Every effort should be made to return property to its rightful owner. When an owner cannot be located the property may be disposed of in accordance with Oklahoma State Statute.
3. Narcotics evidence no longer needed for court will be transferred to the O.S.B.I. for destruction. Particular attention should be paid to proper disposal of potentially hazardous materials.

Inquiries about lost and found property can be made by calling (405) 692-3100.



## DISCIPLINARY PROCEEDINGS

Anyone can report any instances of sexual harassment and sexual violence, as well as other crimes or violations of the Student Code of Conduct, to the Student Life Office in the Fowler Center or at (405) 692-3242.

A student, faculty member or staff member who has a complaint against a student, faculty, staff member or other individual involving a violation of Title IX or of retaliation should contact the Title IX Coordinator.

If either the victim or the accused are students, the incident will be addressed through the University Student Life student conduct process once a complaint is filed. When the victim or accused is an employee, the Department of Human Resources will be involved.

Mid-America Christian University strongly encourages individuals to report any instance of sexual harassment and sexual violence to the police.

In cases where there is a possible violation of Title IX the university Title IX Coordinator will begin an investigation with the annually trained Title IX investigators. Every reasonable effort will be made for the investigation phase to be completed within sixty days of filing of a complaint or the date on which the University becomes aware of a violation. Investigators will seek separate interviews with the complainant, the accused, and any witnesses.

Interim measures are offered to the complainant and are listed on page 19. Proceedings will be prompt, fair and impartial from the initial investigation to the final result. The University will simultaneously notify, in writing, both the accuser and the accused of the result of any institutional disciplinary proceeding that arises from an allegation, the University's procedure for the accused and victim to appeal the result of the proceeding, any change to the result, and when results become final. Upon request the University will disclose the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or next of kin, if the victim is deceased.

The University will provide the accuser and the accused with the same opportunities to have others present during any University disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

## STUDENT CONDUCT PROCESS

The Student Life Office uses a preponderance of the evidence standard when determining the violation of MACU regulations and Title IX. The following measures may be used to assist the Office of Student Life with disciplinary actions as deemed necessary by the code of conduct. This list is not a hierarchy of discipline; therefore, a student could be subject to any of the following actions at any time. These are in line with the Discipline Guide Sheet, found in Appendix A of the MACU Student Handbook.

### Verbal Warning

A statement of the standard of conduct that has been violated is given, as well as an official verbal warning explaining the possible results of further misconduct. Students who do not respond to the warning will be subject to further disciplinary actions.

### Written Warning

A statement of the standard of conduct that has been violated is given, as well as an official written warning explaining the possible results of further misconduct. The written warning is kept in the student's file. Students who do not respond to the warning will be subject to further disciplinary actions.

### Campus Community Service

Students may be sanctioned to complete community service. This is in addition to required community service. Sanctioned community service is served on campus; as to help restore the individual to the community.

### Loss of Guest Privileges

If a student violates guest policies or has unauthorized guests on campus, that student may lose the privilege of having guests on campus.

### Loss of Open House Privileges

When applicable, students may lose the privilege of having guests of the opposite sex in their rooms. This would also limit a roommate from having guests of the opposite sex during Open House hours.

### Fine

Specific monetary amounts may be levied for violation of policies. All fines will be added to the student's account and must be paid before enrolling in courses for the next semester or receiving a diploma.

### Accountability Project

If deemed appropriate for the situation, a student may be assigned a project as a part of the sanction procedures. This project could include reading a book, writing a paper, etc.

#### Accountability/Mentoring

As a part of the restorative justice model for our discipline process, we have included an accountability and mentoring relationship. Mentors must be a faculty/staff member and will be selected by the Office of Student Life.

#### Substance Abuse Prevention Program

Students assigned this sanction will complete a Substance Abuse Prevention program with the MACU Police Department.

#### Suspension

Suspended students shall not participate in any university-sponsored activities and may be barred from university premises (resident students will be asked to move out of the residence halls while under suspension). Any academic work missed is the responsibility of the student. Suspension may also include voluntary separation from MACU under advisement of university officials without the privilege of re-admittance for a specified period of time. Other sanctions or conditions may be required before re-admittance is granted. No refunds are made in the case of a suspension.

#### Expulsion

Expulsion is the immediate separation from the university with appropriate notation on student's behavioral file. No refunds are made and the student will suffer disciplinary consequences. MACU reserves the right to restrict a dismissed student's access to, or bar his or her presence from, the university premises or activities.

#### Professional Counseling

Students may have the option to choose professional counseling during the discipline process. Any fees associated with counseling through the discipline process are the responsibility of the student.

#### Disciplinary Probation

Disciplinary Probation serves as a period of observation. If no other disciplinary issues arise, probation does not impact that student in any way. If, however, there are conduct issues while a student is on probation, the consequences are amplified, up to suspension and expulsion. Involvement Restriction of participation in future student or university activities may occur. The Office of Student Life will set specific probationary periods. Involvement Restriction will result in loss of student privileges such as:

- Participation in junior varsity/varsity sports (this includes all team activities).
- Participation in activities in which the student functions as an official representative of the University.
- Opportunity to hold or run for student offices.

### Restitution

Payment to the University or other persons, groups, or organizations for damages occurring as the result of a violation of the Community Covenant may be required. The Office of Student Life will specify a restitution amount. All restitution must be paid in full or provisions made for payment within thirty (30) days of their assessment.

## ANNUAL FIRE SAFETY REPORT

In 2015 MACU completed McCutcheon Hall and all student were moved into both McCutcheon hall and Southwest Hall by the fall semester of 2015. By the spring semester of 2016 the remaining 5 dorms were repurposed as storage units and no longer used as on campus housing. The tables on page 47 have reflected this information but still have the old dorms' data available in the Annual Fire Safety Report until 2018.

To help assure your safety, all University buildings, including residence halls, have clearly marked and illuminated emergency exit signs, which indicate evacuation routes. In some buildings, these signs remain illuminated at all times; in other buildings, they become illuminated when a fire alarm is activated or the power is disrupted. The University regularly tests the lighting in these signs to assure that it is adequate day and night. Additionally, buildings have emergency lighting systems, which provide illumination for a short period of time sufficient to permit evacuation.

To acquaint everyone with the sound of the fire alarm and the exit routes to be followed, the Mid-America Christian University Police Department will conduct announced fire drills on at least an annual basis. It is each employee's responsibility to make sure he/she knows the proper evacuation routes. Additionally, faculty members and supervisors assume the role of monitors/coordinators for their students and subordinates during such drills or actual emergencies. Therefore, faculty members/supervisors should:

1. Inform students/subordinates of the location of and routes to area exits prior to an emergency.
2. Inform students/subordinates of the location of the nearest fire extinguisher prior to an emergency. If a fire is small, contained, and you are trained with the use of a fire extinguisher and are not compromising your safety, you may try to extinguish it.
2. Instruct students/subordinates to evacuate calmly and quietly when notified by fire alarm activations or by the Mid-America Christian University Police Department.

3. Ensure that priority is given to safety. Take only your essential belongings with you. Assist with evacuating persons with disabilities.
4. Ensure that classroom/office doors are closed and overhead lights turned off after everyone has evacuated.
5. Instruct students/subordinates to walk, not run, during evacuation.
6. Advise students/subordinates to use the stairs, not elevators, during evacuation.
7. Assemble as a group, based upon the previously designated evacuation areas at least 500 feet away from the building. Do not assemble near fire lanes, hydrants, doors, and streets, where you might impede the access of emergency responders.
8. Instructors/supervisors shall report anyone unaccounted for to the Mid-America Christian University Police Department immediately.
9. Remain as a group and wait for further instructions. The Mid-America Christian University Police Department will inform all concerned when the building is safe for re-entry.

If you are trapped in an office or building, try to gain access to a window. If possible, place something at the bottom of the door to reduce smoke from entering the room. Since smoke rises, remain as low to the floor as possible. Communicate your location to the Mid-America Christian University Police Department any way you can.

#### Fire Prevention Policies:

1. Coffee pots, toasters, crock-pots, blenders, microwaves less than 1000 watts, and refrigerators that do not exceed 36" are permitted in the suite. Although refrigerators are provided, students may bring up to one additional mini refrigerator per room. If microwaves are provided in a residence room, additional microwaves are not permitted.
2. Hibachis and grills may be used only in the courtyards in the designated area. Ashes or coals must be disposed of properly.
3. Abusive, hazardous, or offensive use of any appliance may result in disciplinary action.
4. Any appliance with frayed cords is prohibited and will be removed from the suite.
5. Electric potpourri pots, candle warmers, canned fuel, and Scentsy are prohibited.
6. Cooking appliances should not be left unattended in the Fowler Center or outside.
7. Fireworks or explosives are prohibited.
8. Smoking in the residence halls is prohibited.
9. No candle, incense burning, or open coils or open flame devices will be permitted.
10. To avoid potential fire hazards, all extension cords must be a fused trip (power strips or surge protectors).

#### Combustibles:

If you use combustibles in decorating your room, such as fabrics, cardboard or similar materials, please ensure the items are flameproof or flame retardant. Purchase only UL-approved or FM-approved material marked "fireproof" or "flame retardant."

**Emergency/Safety Equipment:**

Tampering, damaging, or inhibiting the use of emergency/safety equipment in any residence hall is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. Residents involved in such activity will be subject to disciplinary action.

**Fire Detection System & Sprinkler System:**

All six buildings of Residence Complex East and Residence Complex West are wired on the same fire system and alarm. Each residence hall room is equipped with heat and smoke detectors, audible and visual alert devices, and a fire alarm pull station. Sprinkler systems have been installed for added safety in each room. The alarm system is monitored by Firetrol Protection Systems, who in turn notifies the Oklahoma City Fire Department and MACU Police Department.

**Fire Alarm Tests and Fire Drills:**

MACU's policy is that fire alarm systems are to be tested, and fire drills are to be held, on at least an annual basis.

**Reporting:**

All fires should be reported to Mid-America Christian University Police Department by dialing 711 from a campus landline or (405) 694-5242 from a standard phone or cell phone.

**Plans for Future improvements in Fire Safety if any:**

There are no plans at this time.

**SUMMARY OF FIRES IN 2016**

1. Southwest Hall – 0
2. McCutcheon Hall – 0

Annual Fire Incident Reports for 2012-2014												
Total Fires Reported for	2014				2015				2016			
<u>Residence Hall</u>	<u>Number of Fires</u>	<u>Cause of Fire</u>	<u>Number of Injuries</u>	<u>Property Damage</u>	<u>Number of Fires</u>	<u>Cause of Fire</u>	<u>Number of Injuries</u>	<u>Property Damage</u>	<u>Number of Fires</u>	<u>Cause of Fire</u>	<u>Number of Injuries</u>	<u>Property Damage</u>
Southwest Hall	0	0	0	0	0	0	0	0	0	0	0	0
McCutcheon Hall	N/a	N/a	N/a	N/a	0	0	0	0	0	0	0	0
Dorm A	0	0	0	0	0	0	0	0	N/a	N/a	N/a	N/a
Dorm B	0	0	0	0	0	0	0	0	N/a	N/a	N/a	N/a
Dorm C	0	0	0	0	0	0	0	0	N/a	N/a	N/a	N/a
Dorm E	0	0	0	0	0	0	0	0	N/a	N/a	N/a	N/a
Dorm F	0	0	0	0	0	0	0	0	N/a	N/a	N/a	N/a
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0
Specifications for On-Campus Facility Fire Systems												
<u>Residence Hall</u>	<u>Fire Safety Control System</u>			<u>Location of Sprinklers</u>			<u>Alarm Types</u>					
<b>Southwest Hall</b>	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD			Common Areas, Bathrooms, Bedrooms			Heat and Smoke Activated, Pull Station, Audio Visual					
<b>McCutcheon Hall</b>	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD			Common Areas, Bathrooms, Bedrooms			Heat and Smoke Activated, Pull Station, Audio Visual					
<b>Dorm A</b>	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD			Common Areas, Bathrooms, Bedrooms			Heat and Smoke Activated, Pull Station, Audio Visual					
<b>Dorm B</b>	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD			Common Areas, Bathrooms, Bedrooms			Heat and Smoke Activated, Pull Station, Audio Visual					
<b>Dorm C</b>	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD			Common Areas, Bathrooms, Bedrooms			Heat and Smoke Activated, Pull Station, Audio Visual					
<b>Dorm E</b>	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD			Common Areas, Bathrooms, Bedrooms			Heat and Smoke Activated, Pull Station, Audio Visual					
<b>Dorm F</b>	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD			Common Areas, Bathrooms, Bedrooms			Heat and Smoke Activated, Pull Station, Audio Visual					