



2024

SAFETY AND FIRE REPORT

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REPORTING AN EMERGENCY

All emergencies should be reported immediately by utilizing the Safezone Emergency application, or by calling 405-694-5242. If you call 911, advise the person answering the 911 call that your emergency is occurring on the MACU's campus and your call will be forwarded to Cleveland County Sheriff's Office School Resource Officers (CCSO SRO).

Students/Staff/Faculty should download the "SafeZone" application on their phone since this is the primary way the Mid-America Christian University Department of Safety (MACU DPS) will communicate emergency information with the MACU community. MACU Community members may also wish to program the entire CCSO SRO phone number, (405) 694-5242, into their cellular phone as a one-touch service.

In 2022, MACU employed and initiated the proprietary SafeZone public safety project, designed by CriticalArc. Safezone provides unprecedented situational awareness through a command and control software, which provides campus emergency responders as well as civilian employees with a common operating view, and facilitating police officers with the ability to view each other's positions on campus. This allows emergency responders to respond faster and to minimize negative impact on the safety of staff, faculty, students, and guests. In addition, the free SafeZone app makes it easy for students/faculty/staff to summon help via a simple tap on their mobile phone, enhancing the duty of care provided by MACU.

CAMPUS SECURITY AUTHORITIES

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

<u>Cleveland County Sherriff's Office</u> (405) 694-5242	<u>Blake Carlson,</u> <i>Director of Student Life, Conduct and Safety</i> Fozard Hall (405) 703-8240 blake.carlson@macu.edu
<u>Bobbie Spurgeon-Harris,</u> <i>Executive Vice President</i> Kennedy Hall (405) 692-3199 bobbie.harris@macu.edu	<u>Jessica Russell,</u> <i>Director of Human Resources/Title IX Coordinator</i> Kennedy Hall (405) 692-3196 jessica.russell@macu.edu

A daily crime log is available for review 24 hours a day at 3500 SW 119th Street, Oklahoma City, OK 73170 (Cleveland County Sheriff's Office). 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 the names of the parties involved.

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

The Mid-America Christian University issues Timely Warnings or Emergency Notifications as appropriate to keep the campus community informed about safety and security matters on an ongoing basis. When University officials have reliable information that supports the potential for significant harm, or have verified that a legitimate emergency exists, such as an immediate threat to the health and safety of students, faculty, staff, or guests, the Mid-America Christian University will immediately issue an Emergency Notification, notifying the appropriate campus community. “Confirmation of an emergency” will be based upon whether the crime or situation is considered a serious or continuing threat to students or employees, and/or is presenting the possible risk of compromising law enforcement efforts. The decision to issue a warning or notification shall be decided on a case-by-case basis, in compliance with the Clery Act and considering all available facts.

TIMELY WARNINGS

Timely warnings are issued for Clery Act crimes that occur within the MACU Clery Act geography that are reported to a campus security authority or local police agency and are considered by the University to represent a serious or continuing threat to students and employees. Determinations of when Timely Warnings will be issued are made by CCSO and MACU administration. CCSO will consult with an emergency response team in drafting the Timely Warning. The emergency response team members include the Director of Student Life, Conduct, and Safety, the Dean of Student Development and Engagement, the Executive Vice President, the Chief Operating Officer, and the University President. Decisions to issue a Timely Warning are made on a case-by-case basis. In assessing the facts surrounding the situation, the following factors are taken into consideration:

- The nature of the crime;
- The continuing danger to the campus community;
- The possible risk of compromising law enforcement efforts.

When a determination is made that a situation warrants a Timely Warning, the warning shall include information that promotes safety, aids in the prevention of similar crimes and contains pertinent information about the crime that triggered the warning. Timely Warnings are designed to reach the entire campus community through the use of email, SafeZone App message alerts, and/or phone calls.

The following are instances when a Timely Warning may not be sent:

- The issuance would compromise efforts to contain the emergency;
- The crime was reported to a pastoral or professional counselor; or,
- The University deems it unsafe to do so.

EMERGENCY NOTIFICATIONS

Anyone may report an emergency to Cleveland County SRO located on MACU's campus by utilizing the Safezone application on their mobile device. This is the fastest and most efficient way to communicate an emergency with CCSO and the SRO on duty. One may also call 405-694-5242 which is the direct phone number. In instances in which reliable information supports the potential for significant harm to the campus community, CCSO may consult with the MACU Director of Student Life, Conduct and Safety for implementation of the emergency notification system. To expedite the notification process, pre-scripted and approved emergency messages have been prepared. These messages are posted with the Safezone application for immediate access and dispatch.

The University will, without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. As soon as the University has confirmed that a significant emergency, or a dangerous situation exists, the institution will:

- Take into account the safety of the campus community
- Determine what information to release about the situation; and
- Begin the notification process.

Emergency Notifications may not immediately be issued for a confirmed emergency or dangerous situation, if doing so would compromise efforts to:

- Assist a victim;
- Contain the emergency;
- Respond to the emergency;
- Mitigate the emergency.

Procedure:

1. Cleveland County SRO will respond to a reported emergency or significant threat and assess the situation, to confirm that there is a significant emergency or dangerous situation.
2. Cleveland County SRO may coordinate with other responding agencies to evaluate if the significant emergency or dangerous situation is area-specific or campus-wide.

3. Cleveland County SRO notifies the Office of the President, Executive Vice President and Director of Student Life, Conduct and Safety. A determination is made at this time as to whether the situation warrants a campus-wide notification, or if a targeted notification to a smaller segment of the campus community is more appropriate.
4. Cleveland County SRO, the Executive Vice President, or the Director of Student Life, Conduct and Safety sends the initial emergency notification utilizing Safezone and the pre-scripted and approved emergency messages.
5. The responsible party will issue an “All Clear” messaging when it is safe to do so.

EMERGENCY DRILLS

Director of Student Life, Conduct and Safety is the designated person to test the Universities emergency procedures 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 included in the Annual Security Report. In coordination with Cleveland County Resource Officer, Director of Student Life, Conduct and Safety conducts a severe weather/tornado, fire, and campus intruder/lockdown drill on an annual basis. These drills include evacuating and locking down the university. Drills are announced to Faculty and Staff in advance and are unannounced to students, with the exception of lockdown drills. Lockdown drills are announced to the entire campus community, and prior to the drill, a training video is made available to students through Vector Solutions Training. In 2023 these drills were performed on the following dates:

Fire Drills

October 20, 2023

Tornado Drills

October 6, 2023

Lockdown Drills

February 16, 2023
October 24, 2023

MEDICAL EMERGENCIES

Cleveland County SRO in coordination with Director of Student Life, Conduct and Safety works with Emergency Medical Services (EMS) to ensure those who are having a medical emergency receives the proper care needed during that time. When CCSO receives a call that someone is having a medical emergency, they respond and assess the situation at hand. CCSO SRO calls EMS for all situations deemed a medical emergency. If someone from the MACU community encounters someone having a possible medical emergency, the following steps should be taken:

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. Utilize the Safezone app to contact CCSO SRO. 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. The 911 Operator will notify the SRO on-duty officer(s), so EMS can be assisted

in getting to the scene of the emergency by meeting them in order to guide them to the patient.

CLERY ACT BUILDING DEFINITIONS

On-Campus: Includes any building or property owned or controlled by the University within the same reasonably contiguous geographic area of the University and used by the University in direct support of, or in a manner related to the University's educational purposes.

Non-Campus: Includes any building or property owned or controlled by student organizations officially recognized by the school; or any building or property (other than a branch campus) owned or controlled by the school, that is used in direct support of, or in relation to, the school's educational purposes, is frequently used by students, and that is not within the same reasonably contiguous area of the school.

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

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 front-facing buildings, cement or plastic bases on parking poles, speed bumps, and controlled access locks on four buildings. CCSO SROs regularly patrol and report malfunctioning lights and other unsafe physical conditions to the Facilities Department for correction. Other members of the Mid-America Christian University community are helpful when they report equipment problems to the Facilities Department through the University Helpdesk system or by calling (405) 692-3258.

CLERY ACT CRIMINAL OFFENSE

DEFINITIONS

The following are crime definitions for Clery Act statistics purposes. Local jurisdiction crime definitions may vary.

Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

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

Sexual Violence: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. For Clery Act reporting, the following are types of Sexual Violence:

Rape: 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.

- a. **Fondling:** 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.
- b. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- c. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent. In Oklahoma, the age of consent is 16.

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.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by 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 which could and probably would result in serious personal injury if the crime were successfully completed.)

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

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft or other personal property of another.

Motor vehicle theft: The theft or attempted theft of a motor vehicle, including all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joy-riding.

Hate Crime: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act, bias includes race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. Categories of bias included are:

Race Discrimination: A pre-formed negative attitude toward a group of persons who possess common physical characteristics (e. g., color of skin, eyes, and/or hair; facial features, etc). Genetically transmitted by descent and heredity which distinguish them as distinct divisions of humankind (e. g., Asians, blacks, whites).

Religion Discrimination: A pre-formed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e. g., Catholics, Jews, Protestants, atheists).

Sexual Orientation Discrimination: A pre-formed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual orientation is the term of a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual individuals.

Gender Discrimination: A pre-formed negative opinion or attitude toward a person or group of persons based upon their actual or perceived gender (male or female).

Gender Identity Discrimination: A preformed negative opinion or attitude toward a person or group of persons based upon their actual or perceived gender identity (e. g., bias against transgender or gender non-conforming individuals).

Ethnicity Discrimination: A pre-formed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

National Origin Discrimination: A pre-formed negative opinion or attitude toward a group of people based upon their actual or perceived country of birth.

Disability Discrimination: A pre-formed negative opinion or attitude toward a group of persons based upon their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

ADDITIONAL CLERY ACT CRIMINAL

OFFENSE DEFINITIONS

The following additional crimes are reportable under the Clery Act if they are Hate Crimes:

Larceny-theft: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Simple assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction, damage, or vandalism of property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

VIOLENCE AGAINST WOMEN ACT

In accordance with the Violence Against Women Act, statistics on dating violence, domestic violence, and stalking are reportable under the Clery Act since March 7, 2014.

Domestic violence: A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner; (iv) by a 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; (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating violence: Violence 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 a consideration of the following factors: the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

Dating violence continued: For purposes of this definition, dating violence includes,

but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; and 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.

ARRESTS AND REFERRALS

The following definitions apply to various forms of violations:

Drug law violations: The violation of Oklahoma state and local laws relating to the unlawful production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of Oklahoma state and local laws, specifically those related to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations: The violation of Oklahoma state and local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Weapons Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

SEX OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING, AND MISSING PERSONS

Sex Offender Registration Students or employees who are required to register as sex offenders or violent offenders must promptly register in person with CCSO and the Director of Student Life, Conduct and Safety, in addition to registering with any other required authorities. According to the Sex Offenders Registration Act and the Mary Rippey Violent Crime Offenders Registration Act, 57 O.S. §§ 581-599.1, failure to promptly register is a felony. The Oklahoma Department of Corrections provides a sex offender registry for public viewing at the following web address: <https://sors.doc.ok.gov/ords/svorp/sors/r/sors/disclaimer> and the national registry at nsopw.gov. Information on federal prisons can be viewed at <https://www.bop.gov/>. Please remember that only offenders convicted after November 1999 will be included in the sex offender registries. For more information, contact CCSO SRO in person or at (405) 694-5242.

The following sections of information (in italics) are quoted verbatim (in first person) from printed and electronically distributed information provided to MACU students, pertaining to rights, protections, and resources available to them, according to state and federal laws, as well as policies and specialized services provided by Mid-America Christian University:

VICTIM INFORMATION

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

WHAT TO DO IF YOU ARE A VICTIM OF VIOLENCE

- a. If you are not safe and need immediate help, call the police (911). If the incident happened on campus, call CCSO SRO at (405) 694-5242. 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, brush your teeth, garble, 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. *NOTE: The evidence collected can also be useful in the campus administrative disciplinary process.*

- d. *Go to the St. Anthony Healthplex South (I-44 and S.W. 134th Street, (405) 815-5600) to receive care. While in the emergency room, treatment will be provided for sexually transmitted diseases. The ER will contact a SANE nurse to speak to you. 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, 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 filed against your assailant.

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

ON and OFF-CAMPUS RESOURCES

Sexual violence can be very physically and 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 whom 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

The Scraper Counseling Center is available to provide services to MACU students free of charge. The Center is equipped to refer out if needed. To make an appointment contact please complete this form <https://www.macu.edu/scraper-center/>.

Additional resources:

Criminal Tracking and Victim Notification 1 (877) OK2-VINE

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

MEDICAL SERVICES (OFF-CAMPUS)

St. Anthony Healthplex South

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://oklahoma.gov/oag/about/divisions/victim-advocacy-and-services-unit/victim-services-resources.html>

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 whom victims can contact for assistance following an incident may have different responsibilities regarding confidentiality [depending on their position]. Under state law, some individuals [including counselors and certified victim's advocates] can assure a victim of confidentiality. 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 staff and faculty members, whereby only the counseling center, the Campus Pastor, and the University Chaplain are considered confidential reporters.

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. Confidential reporters at MACU are The Scrapper Counseling Center employees and interns, the Campus Pastor, and the University Chaplain. Please note that confidential reporting limits the institution's ability to respond to incidents.

VICTIM ADVOCATE

Mid-America Christian University does not employ a Victim Advocate. The University encourages victims to speak to Cleveland County Resource Officer, the Dean of Student Development and Engagement, or the Director of Student Life, Conduct and Safety. 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 previous pages.

NON-CONFIDENTIAL REPORTING OPTIONS

The Clery Act requires all other employees who become aware of an instance of sexual violence to report the instance to the Cleveland County SRO, the Director of Student Life, Conduct and Safety, or the Director of Human Resources (also the Title IX Coordinator). 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.

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 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.

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.

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. **The responsible employee must disclose the incident** to the Title IX Coordinator or the Director of Student Life, Conduct, and Safety. The University may decide to honor the request for confidentiality, but it would be very rare and only under specific circumstances, some of which are listed below.

If the institution honors the request for confidentiality, the 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;*
- *whether the sexual violence was committed by multiple respondents;*
- *whether the sexual violence was perpetrated with a weapon;*
- *whether the victim is a minor;*
- *whether the institution possesses other means to obtain relevant information of the sexual violence (e.g., security cameras or personnel, physical evidence);*
- *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 are 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 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 LOCAL LAW ENFORCEMENT

Mid-America Christian University strongly encourages individuals to report sexual violence and any other criminal offenses to the local jurisdiction 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 CCSO, 3500 SW 119th Street, Oklahoma City, OK 73170 or at (405) 694-5242. 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. Even though you may not yet be willing to commit to facilitating the filing of charges, the information that you provide may be helpful in solving other crimes, leading to successful identification and prosecution of serial offenders who have victimized others.

REPORT TO STUDENT LIFE & CAMPUS SAFETY

Anyone can report any instances of sexual violence to Director of Student Life, Conduct and Safety located in Fozard Hall, 3500 SW 119th 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 or through the Title IX process once a complaint is filed.

INTERIM MEASURES

The Title IX Coordinator and Director of Student Life, Conduct and Safety 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.

Assistance in Reporting: *MACU Director of Student Life, Conduct and Safety can assist you in filing a complaint with the institutional conduct process and the appropriate law enforcement agencies against the student(s) who caused harm.*

No Contact Order: Director of Student Life, Conduct and Safety and/or the Title IX Coordinator 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.

a. Emergency Protective Order: Cleveland County Resource Officer 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.

b. Safety Measures: Student Life can coordinate any reasonable arrangements that are necessary for your ongoing safety. This includes transportation arrangements or providing an escort.

c. 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.

d. Academic Arrangements: The Learning Resource Center can assist in adjusting your academic schedule or that of the accused as well as assist in providing access to academic support services.

e. 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.

EDUCATIONAL PROGRAMMING

Mid-America Christian University has held the following educational classes and programs, during the 2023-2024 school year, for the students attending Mid-America Christian University. Along with the following programs, MACU DPS, along with MACU Human Resource Department also provides faculty, staff, and students with information on active shooter response and the Violence Against Women Act.

Vector Solutions Training Program

All MACU students are required to complete this program. Vector Solutions Training program 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.

National Campus Safety Awareness Month

MACU participates in the National Campus Safety Awareness Month where each week was a different emphasis on safety. These events were a lockdown drill with video made available to students to “Avoid - Deny - Defend,” emergency preparedness table, and personal safety and awareness table.

Resident Assistant Training

Each year in August, all resident hall advisors attend training in which they are taught about MACU’s emergency procedures, the 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 of this report. Mid-America Christian University further prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined under Oklahoma law.

MISSING PERSON NOTIFICATIONS

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 CCSO SRO, who will generate a missing person report, initiate an investigation, and notify the Director of Student Life, Conduct and Safety, as soon as possible. Students residing in on-campus housing may register a general emergency contact to be contacted by the Director of Student Life, Conduct and Safety, in the event the student is determined to be missing. If a student has identified such an individual, the Director of Student Life, Conduct and Safety 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 405-703-8240. 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 --and if CCSO and the Director of Student Life, Conduct and Safety determines the student has been missing for 24 hours-- Departmental personnel will notify Oklahoma City Police Department, and the Director of Student Life, Conduct and Safety will notify the student’s emergency contact, no later than 24 hours after the student is determined to be missing. Exception to this procedure applies in cases where there is

some articulable reason to believe that the missing student should be considered “endangered.” Reasons for this determination shall include, but not be limited to: evidence of foul play and/or coercion, involuntary disappearance, vulnerability due to a medical or psychiatric condition, et cetera. In those cases, the emergency contact and/or parents(s) or guardian(s) shall be contacted immediately by the investigating police officer, as well as the Director of Student Life, Conduct and Safety.

In cases involving endangerment for the reasons listed above, the investigating officer may elect to facilitate registration with the NCIC, and to contact other appropriate authorities, as indicated.

If the missing student is under the age of 18, and is not a legally-emancipated individual, the Director of Student Life, Conduct and Safety will notify the student’s parent or legal guardian immediately after CCSO has determined that the student should be identified as being missing, regardless of the circumstances of the disappearance.

ILLEGAL USE OF ALCOHOL AND DRUGS

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 maintaining 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

MACU 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.

Director of Student Life, Conduct and Safety provides an overall coordination of the Drug-Free School Program. However, many services are coordinated by other areas of the institution. These include:

- Vector Solutions Training;
- 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;
- College Disciplinary Actions: Dean for Student Engagement, Director of Student Life, Conduct and Safety, Residence Directors, and Cleveland County Sheriff's Office work together to ensure MACU's drug and alcohol policy is enforced;
- Counseling Services: Referrals can be made by the MACU Office of Student Life, Campus Ministries, as well as any other faculty and staff member.

As mentioned in the previous chapter on Sex Offenses, Domestic Violence, et al, 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 counselingcenter@macu.edu or visit <https://www.macu.edu/scrapper-center/>. Additional support is available to students who live in the residence halls. Residential students have access to a professional Director of Residential Housing and a staff of student residence hall assistants who 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.

Regarding referral services: Director of Student Life, Conduct and Safety, CCSO, 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.

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 CCSO SRO, in person or via the **Safezone** app or to the Director of Student Life & Campus Safety in the Fozard Hall, or at (405) 692-3242. Students or staff may submit a Record of Concern by clicking on this link: [Record of Concern](#). They can also find the link on the MACU Portal.

A student, faculty member, or staff member who has a complaint against another student, faculty, staff member, or other individual involving a violation of Title IX, or of retaliation, should contact the Title IX Coordinator or Title IX Investigator. This information can be found at <https://www.macu.edu/consumer-info/>.

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 local police.

In cases where there is a possible violation of Title IX, the University Title IX Coordinator will make a preliminary inquiry to determine if a Title IX investigation is warranted. Every reasonable effort will be made for the investigation phase to be completed within sixty days of filing a complaint or the date on which the University becomes aware of a violation.

Interim measures are offered to the complainant and are listed in the Interim section of this report. 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 respondent 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 complainant and respondent with the same opportunities to be accompanied to any related meeting or proceeding by an advisor of his/her choice.

The Director of Student Life, Conduct and Safety 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 as assigned by Director of Student Life, Conduct and Safety.

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 a 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 in the Scraper Counseling Center or outside of MACU at the student's own expense.

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

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.

SAFETY AND SECURITY TIPS

With no intention to blame victims, and with recognition that only those who commit crimes are responsible for those actions, these suggestions may nevertheless help reduce the risk of being a victim of a crime.

ON CAMPUS

- Never walk alone at night. Call a friend or Cleveland County SRO for an escort on the campus.
- Always be aware of your surroundings. Walk purposefully, and make eye contact with strangers.
- In parking lots, have keys ready when you approach your car to make your entry faster.
- After dark, try to park in a well-lit area close to your destination.
- Always lock car doors and roll up windows. Keep valuables out of sight or in the trunk.
- If you feel threatened, immediately go to an open building where there are other people or to the modular where the CCSO is located.
- Never leave personal items unattended or unlocked.

- Emergency 911 telephone calls made from cell phones will not be answered by CCSO but may be directed to another 911 call center. In most cases, this will be the City of Oklahoma City 911 Center. For faster assistance, download the **Safezone** application to your mobile device. If you call 911, advise the person answering the 911 call that your emergency is occurring on Mid-America Christian Universities campus and your call should be forwarded to CCSO.

AT HOME

- Always lock apartment and residence hall room doors, even when you are there. Take keys with you, even when stepping out for “just a second”.
- If you live in an area with locked doors, such as a residence hall, do not let strangers in without a key or MACU ID card. This protects both you and your neighbors.
- Keep windows locked.
- Don’t lend out your keys or MACU ID card or leave them lying around.
- Detach house keys from the main key ring when having vehicles serviced.
- Utilize Peepholes or safety chains. Don’t open doors without verifying the person's identity on the other side.
- Don’t keep expensive jewelry, collectibles, or large amounts of cash at home.
- Don’t advertise your absence, especially on your voicemail greeting or any social networking sites. Put only a basic message on your voicemail identifying the phone number and requesting that callers leave a message.

IN SOCIAL SITUATIONS AND TRAVELING ABROAD

- When dating someone you don’t know well, ask people you trust about your date.
- Socialize in groups so that you’re not alone with just one person. There really is safety in numbers.
- Drive yourself and carry extra money in case you need to get home.
- If you feel uncomfortable, there’s probably a reason. It’s better to do something you may consider rude than to remain in a dangerous situation.
- Remember that alcohol impairs both your decision-making processes and the ability to communicate.
- Keep all drinking glasses, bottles, or other open containers in sight at all times. When accepting a drink of some kind, make sure that you open the container yourself and be aware that ice cubes could contain harmful substances as well.
- If you consume alcohol, DO NOT drive!
- Always use a buddy system when traveling abroad.

GUARDING YOUR PRIVACY ON SOCIAL NETWORKING SITES

- Do not give out information simply because it is requested.
- Giving out birth dates, full names, addresses, phone numbers, Social Security Numbers, bank or credit card accounts, and other personally identifiable information can lead to identity theft and cyberstalking.
- Select gender-neutral usernames.
- Protect your passwords.
- Be cautious about arranging personal meetings with new online acquaintances.
- Only post information that you are comfortable having others see, including parents, potential employers, instructors, etc.
- Trust your instincts!

AVOIDING IDENTITY THEFT

Identity theft is the nation's fastest growing crime. If you become a victim of identity theft, it can take years to restore your credit and clear your name. Mid-America Christian University takes precautions to protect the identities of its faculty, staff and students, but here are a few things you should do and not do.

- **DO:** Only enter your sensitive personal information (Social Security number, credit card numbers, date of birth) on trusted sites.
- **DO:** Immediately contact your credit card company about illicit charges on your credit card.
- **DO:** Find out why your card is unexpectedly denied.
- **DO:** Shred receipts, bills and other documents that might contain personal information.
- **DO:** Obtain a copy of your credit report periodically. Active accounts that you do not recognize could indicate fraudulent activity.

IF YOU SUSPECT YOUR IDENTITY HAS BEEN STOLEN

- **DO:** File a report with CCSO and obtain a copy of this report or the report number.
- **DO:** Notify one of the three credit reporting agencies to put in place a fraud alert.
- **DO:** File a report with the Federal Trade Commission (identitytheft.gov/ or 1-877-IDTHEFT)
- **DON'T:** Share your passwords with anyone, even family or close friends.
- **DON'T:** Ignore calls from creditors about charges. This could be the first sign that your identity has been stolen.
- **DON'T:** Reply to emails that request personal information. These messages are called Phishing messages, and they are common tools of identity thieves.
- **DON'T:** Leave paperwork that contains personal information lying around for others to see.

CRIME STATISTICS

Mid-America Christian University Campus Clery Act Statistical Summary

[illegible][illegible]

Number of Incidents for Selected Offenses (VAWA)															
	Mid-America Christian University						Non-Campus			Public Property			Total		
Offense Type	2021		2022		2023		2021	2022	2023	2021	2022	2023	2021	2022	2023
	Res.	Total	Res.	Total	Res.	Total									
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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 and UNFOUNDED CRIMES

2021: No hate crimes were reported.

2022: No hate crimes were reported.

2023: No hate crimes were reported

2021: Zero unfounded crimes.

2022: Zero unfounded crimes.

2023: Zero unfounded crimes

Administratively-Handled Offenses

In addition to recorded offenses that resulted in formal intervention by the CCSO (and/or neighboring agencies), our statistical summary includes statutes on CLERY-related offenses reported confidential by persons not wishing for CCSO or other law enforcement agencies to investigate and/or intervene. These offenses may include those inflicted upon MACU students, staff, or faculty, in which the victim(s) did not want their identity brought to the attention of the authorities, but in which their disclosure was reported to confidential sources. Those and other similar offenses are recorded within this report's statistical summary, with victims' identities remaining confidential.

These statistics also include drug and alcohol offenses that were handled "administratively," without disclosure of identities of involved persons being reported to law enforcement, and/or totally handled by University staff such as housing and sports personnel, et cetera, who imposed disciplinary actions through the Office of Student Life. In addition to adherence to the Department of Education's requirements for Title IX and Clery Act requirements, a key rationale for pursuing this point of inquiry is to identify trends and remarkable patterns of behavior, information shared in adherence to CCSO attempts to better protect the MACU community and property, and to further the cause of providing interdiction, prevention, and/or intervention services.

LOST AND FOUND AND STOLEN

PROPERTY

The Mid-America Christian University Lost and Found is located in Fozard Hall, 3500 SW 119th Street, Oklahoma City, OK 73170, in the Student Life Office.

MACU DPS'S POLICY AND PROCEDURES RE: FOUND AND STOLEN 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.

DISPOSITION OF STOLEN PROPERTY AND CONTRABAND

- Property held in the property storage 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 determined by the Director of Student Life, Conduct and Safety or the CCSO.
- 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.
- Narcotics evidence no longer needed for court will be transferred to the Cleveland County Sheriff's Department for destruction. Particular attention should be paid to the proper disposal of potentially hazardous materials. Inquiries about lost and found property can be made by calling the Student Life office at (405) 703-8242 or by emailing studentlife@macu.edu.

FIRE SAFETY AND EMERGENCY

EVACUATIONS

FIRE SAFETY AND EMERGENCY EVACUATIONS

The Oklahoma City Fire Marshal is involved in plan review and inspections of every new and remodeled project that occurs on the MACU campus. In addition, the Oklahoma City Fire Marshal inspects every existing facility on campus to eliminate any potential fire hazards and ensure that the fire and life-safety systems located in those buildings are functioning properly. The Oklahoma City Fire Marshal also is responsible for the investigations of fires that occur on campus to determine the origin and cause. The MACU Maintenance Department documents all fires, and forwards that information to CCSO and Director of Student Life, Conduct and Safety, for inclusion in the annual fire safety report. The Oklahoma City Fire Marshal also provides classes to educate university employees on how to use fire extinguishers, eliminate hazards and what to do in case of a fire emergency. Persons can contact the Oklahoma City Fire Marshal's Office for any general fire safety questions, perceived hazards or requests for services at (405) 522-5005.

Campus Fire Safety Month: Director of Student Life, Conduct and Safety has declared the month of September as Fire and Safety Month, and will work in conjunction with Oklahoma City Fire Marshal's Office and the MACU Office of Student Life to provide learning opportunities for faculty, staff and students. Individuals take part in a number of fire safety training programs all across campus. Fire drills are conducted for all Residence Life and Housing facilities and fire safety tips were sent via social media throughout the month.

Mandatory Fire Drills: The Director of Student Life, Conduct and Safety coordinates, monitors and evaluates mandatory fire drills twice annually.

Student Life and Housing Staff Training: Specialized training is provided at the beginning of the fall and spring semesters to instruct Residential staff on fire extinguisher usage, evacuation procedures, activating the fire alarm system, identifying fire and life safety hazards, and tampering with fire safety equipment.

Campus Evacuation Procedures for Fires and Other Emergencies: Whenever the fire alarm sounds, all occupants in the campus residences must meet at the emergency evacuation safe location designated by the Director of Student Life, Conduct and Safety. In the case of an actual fire or other emergency, you will be moved to a designated alternate shelter area until you are notified it is safe to return to your building and room. As you leave your room, close your door. Students who do not vacate the building during the sounding of the alarm will be subject to disciplinary action.

UPON SOUNDING OF THE ALARM

1. Move quickly and quietly to the exit for your area. In an orderly fashion, go to the designated waiting area for further instructions.
2. Wear a coat and shoes. Carry a towel in case of smoke. Keep these items easily accessible for emergency use. Bring along your keys and ID.
3. If you are away from your room when the alarm sounds, proceed to the nearest exit without returning to your room.
4. Do not use elevators. Use stairways only.
5. Students unable to use the stairways should wait in the stairwell for emergency personnel to arrive and assist them in the evacuation. Students with more serious mobility issues are provided with a personal emergency response plan in coordination with Residence Life and Housing staff, the Oklahoma City Fire Marshal, and CCSO.

FIRE PREVENTION POLICIES

- 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.
- Hibachis and grills may be used only in the courtyards in the designated area. Ashes or coals must be disposed of properly.
- Abusive, hazardous, or offensive appliance use may result in disciplinary action.
- Any appliance with frayed cords is prohibited and will be removed from the suite.
- Electric potpourri pots, candle warmers, canned fuel, and Scentsy are prohibited.
- Fireworks or explosives are prohibited.
- Smoking in the residence halls is prohibited.
- No candle, incense burning, or open coils or open flame devices will be permitted.
- To avoid potential fire hazards, all extension cords must be a fused trip (power strips or surge protectors).

Combustibles: If combustibles are used in decorating your room, such as fabrics, cardboard or similar materials, please ensure the items are flame-proof. Purchase only UL- or FM-approved materials.

Reporting: All fires should be reported to CCSO by Utilizing the "SafeZone" application on your cell phone or by dialing, CCSO cell phone (405) 694-5242, or 911.

FIRE INCIDENT REPORT

Annual Fire Incident Reports for 2021 to 2023												
Total Fires Reported for	2021				2022				2023			
<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	0	0	0	0	0	0	0	0	0	0	0	0
Harrington Hall	0	0	0	0	0	0	0	0	1	1	0	0
Dorm A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Dorm B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Dorm C	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Dorm E	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Dorm F	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total	0	0	0	0	0	0	0	0	1	1	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>			
Southwest Hall	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD				Common Areas, Bathrooms, Bedrooms				Heat and Smoke Activated, Pull Station, Audio Visual			
McCutcheon Hall	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD				Common Areas, Bathrooms, Bedrooms				Heat and Smoke Activated, Pull Station, Audio Visual			
Harrington Hall	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD				Common Areas, Bathrooms, Bedrooms				Heat and Smoke Activated, Pull Station, Audio Visual			
Dorm A	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD				Common Areas, Bathrooms, Bedrooms				Heat and Smoke Activated, Pull Station, Audio Visual			
Dorm B	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD				Common Areas, Bathrooms, Bedrooms				Heat and Smoke Activated, Pull Station, Audio Visual			
Dorm C	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD				Common Areas, Bathrooms, Bedrooms				Heat and Smoke Activated, Pull Station, Audio Visual			
Dorm E	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD				Common Areas, Bathrooms, Bedrooms				Heat and Smoke Activated, Pull Station, Audio Visual			
Dorm F	Firetrol Protection Systems Reports to Oklahoma City FD and MACU PD				Common Areas, Bathrooms, Bedrooms				Heat and Smoke Activated, Pull Station, Audio Visual			

Summary of Fires in 2023 – 1 (one)