

# SOUTHERN NAZARENE UNIVERSITY ANNUAL CRIME REPORT AND ANNUAL FIRE SAFETY REPORT

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## **INTRODUCTION**

“The Mission of SNU Campus Safety & Security is to enhance the quality of life in the university community by providing a safe campus environment in which faculty, staff, students, and visitors, may work, learn, live, and worship without interruption. We promise to serve and protect to the best of our ability and provide services ethically, fairly, and equally in partnership with the members of our community”.

Campus Safety & Security is very important in postsecondary education. Safety provides all students an environment in which to learn without fear of their surroundings. Keeping students, parents and employees well informed about campus security are some of our many goals at SNU. These goals are partially in place due to the “Crime Awareness and Campus Security Act of 1990”. We are committed to ensuring that this institution is in full compliance with this Act, and enforcement of this Act remains a priority.

This Act is known as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, (or Clery Act). A Handbook for Campus Crime Reporting can be received by contacting U.S. Department of Education, Office of Postsecondary Education.

Each year, SNU Campus Safety submits a report to the Clery Center, which reports crimes on, or adjacent to university property. A copy of this report can be received by contacting SNU Office of Student Life office at 405-491-6336, or email to [studentlife@snu.edu](mailto:studentlife@snu.edu).

## **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 upon request. The report contains annual specific campus crime and arrest statistics and campus policies and practices intended to promote crime awareness, this report is prepared by Marian Redwine, Assoc. Vice President for Student Life.

Copies of this report may be obtained by visiting the Office of Student Life in the Webster Commons building or online at [SNU.edu/compliance](http://SNU.edu/compliance).

A copy of this report can also be obtained in person by contacting Michelle Mullens, Office Administrator for Student Life at 405.491.6336.

## **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.

## **DESIGNATED CAMPUS SECURITY AUTHORITIES**

The following individuals are designated campus security authorities:

### **Office of Campus Security:**

Glen Holcomb, Director of Campus Safety & Security  
Samuel Harkey, Campus Safety & Security Dispatch

### **Office of Student Life:**

Marian Redwine, Associate Vice President for Student Life  
Katy Bradley, Associate Dean of Students  
Emma Riggs, Housing Coordinator  
Davis Hodam, Resident Director, Imel Townhouse/Asbury/Chapman Apartments  
Brienne Morrow, Resident Director, Bracken  
Clay Milford, Resident Director, Snowbarger Hall  
Linden Rath, Resident Director of A.M. Hills

### **Title IX:**

Dr. Melany Kyzer, Provost; Title IX Coordinator  
Marian Redwine, Associate Vice President for Student Life; Title IX Deputy Coordinator  
Gail Collier, Director of Human Resources; Title IX Deputy Coordinator

Tammy Ikerd, Assistant Director of Athletics; Title IX Deputy Coordinator  
Beth Walsh, Assistant Director of Human Resources; Title IX Deputy Coordinator

**Emergency Management and Response Committee:**

Dr. Scott Strawn, VP of Business and Finance  
Dr. Melany Kyzer, Provost  
Glen Holcomb, Director of Campus Safety & Security  
Marian Redwine, Associate Vice President for Student Life  
Ron Lester, Executive Director of Facilities Management

**CAMPUS SAFETY & SECURITY DEPARTMENT**

Retired Oklahoma City Police Master Sergeant Glen Holcomb began as SNU Director of Safety & Security on August 6<sup>th</sup>, 2013. His 28 year career in law enforcement experience, combined with his lifetime membership in the Nazarene Church, has proven to be a great combination for the University.

The Southern Nazarene University Safety & Security office has the authority to ask persons for identification and to determine whether individuals have lawful business on Southern Nazarene University owned properties. Southern Nazarene University Security officers have the authority to issue parking citations, which are billed to financial accounts of students. Oklahoma C.L.E.E.T. certified “armed” and “unarmed” SNU Security officers possess arrest power on SNU property. All criminal incidents are referred to local law enforcement who also have jurisdiction on the campus. The Safety and Security Office at SNU maintains a highly professional working relationship with the Bethany Police Department within the City of Bethany, Oklahoma, in Oklahoma County. All crime victims and witnesses are strongly encouraged to immediately report crime to the campus Safety and Security Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

**WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES**

Southern Nazarene University Safety & Security maintains a close working relationship with the Bethany Police Department. The SNU staff occasionally works with other law enforcement agencies in Oklahoma, including the FBI, Oklahoma City Police Department, Oklahoma County Sheriff's office, and the Department of Homeland Security on an as needed basis. The officers of SNU and BPD communicate regularly on the scene of incidents that occur on and around the campus area. The SNU Security personnel work closely with the investigative staff at BPD when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between SNU Safety & Security and Bethany Police Department.

## **TIMELY WARNING POLICY**

To prevent crimes or serious incidents, the Offices of Campus Safety and the Office of Student Life, in conjunction with other departments on campus, issues timely warnings to notify Southern Nazarene University community members about crimes or other serious incidents in and around the community. If a situation arises, that in the judgment of the Emergency Management Committee, constitutes an ongoing or continuing threat, a campus-wide warning will be issued. The warnings will be issued utilizing the SNU Alert system and will be in the form of email, phone call and/or text message, or a combination thereof.

The purpose of timely warnings is to provide the Southern Nazarene University community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to Campus Security Dispatch immediately by calling 405.491.6309. In case of emergency call 911.

## **DAILY CRIME LOG**

A daily crime log is available for review 24 hours a day at the Campus Security Dispatch Office located on the ground floor of the Beaver Science Building on the Bethany Campus. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location and disposition of each crime. The report may not include names of the parties involved.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES STATEMENT**

The SNU Emergency Response Handbook is provided to familiarize faculty, staff, students, & visitors the procedures adopted by SNU during an emergency or crisis situation. A copy of the handbook is available online at [snu.edu/safety](http://snu.edu/safety). An emergency can be any crisis including fire, medical, weather-related, damaged property, or criminal incident which requires immediate action by citizens and/or emergency responders. Before an emergency occurs, employees should be familiar with the locations of the fire extinguishers, the fire alarm pull stations, and two emergency exits for their area. Faculty, staff, & students should note where the nearest severe weather shelter is located. To find the nearest shelter, refer to the posters available in any SNU building that explain nearest shelter locations.

University Departments are responsible for developing emergency plans for their areas of responsibility and for their staff. The University conducts tests of the numerous emergency response systems each year. These tests include fire drills, severe weather drills, SNU Alert System and Timely Warning through Blackboard Connect Services. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Safety and Security personnel, Facilities Management, and Residential Life supervisors receive training in Incident Command and Response to Critical Incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Residential Life, Security, and the Bethany Police & Fire Departments. They typically respond and work together to manage the incident. Depending on the nature of the incident, other SNU departments and other local or federal agencies could also be involved in responding to the incident.

The SNU Emergency Response handbook provides 14 instructions in reference to evacuation of people from buildings on campus property. It specifically states if your mobility is limited, pre-planning is essential. Special needs persons need to know their limitations and consider what to do in an emergency. They should provide emergency responders with information and the best way to assist since the responders may not be aware of the special need circumstances.

## **NOTIFICATION TO UNIVERSITY COMMUNITY ABOUT AN IMMEDIATE THREAT**

If the SNU Emergency Management and Response Committee confirm there is an emergency or dangerous situation that poses an immediate threat to the health or safety of members of the SNU community, the SNU Emergency Management and Response Committee will utilize some, or all of the systems described under the Timely Warning Policy to communicate the threat to the community. The Committee may only choose to alert the appropriate segment of the community if the threat is limited to a particular building or segment of the population. The SNU Emergency Management and Response Committee will take into account the safety of the community, determine the content of the notification, and may initiate the notification system.

The University conducts tests of the numerous emergency response systems each year. These tests include fire drills, severe weather drills, SNU Alert System and Timely Warning through Blackboard Connect Services. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

## **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.

**Non-medical emergency:**

The Student Health Center strives to provide awareness and support for healthy living. All your medical records remain strictly confidential, and only Student Health Center personnel have access to them. We do not release information from your records for any reason unless you give us specific written consent.

The Student Health Center is located on the bottom floor of the Webster Commons Building.

## **CAMPUS WIDE EMERGENCY RESPONSE**

The purpose of this policy is to establish emergency response procedures for Southern Nazarene University, as required by the Higher Education Opportunity Act of 2008. The SNU Emergency Response Plan (ERP) addresses protocols and procedures pertaining to campus emergencies. The ERP is routinely reviewed by the Emergency Management Committee and updated as needed. The ERP can be found at [www.snu.edu/safety](http://www.snu.edu/safety). This policy applies to all students and employees of Southern Nazarene University.

## **CRIME PREVENTION**

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Campus Security Authority personnel facilitate programs for faculty, staff, students, parents, new employee orientation, student and community organizations. In addition, quarterly programs are held 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.

## **PERSONAL SAFETY**

The following precautions provide guidance.

*General Precautions and Crime Prevention Tips:*



1. Program the Southern Nazarene University Campus Safety Dispatch phone number into your cell phone (405-491-6309).
2. Download the SAFEZONE App into your smartphone whether you are faculty, staff, or student.
3. Report any suspicious activity to the Southern Nazarene University Safety & Security Department immediately.
4. Never take personal safety for granted. Always be aware of your surroundings.
5. Try to avoid walking alone at night. Request an escort from the Southern Nazarene University Campus Safety Dispatch by using the SNU SAFEZONE mobile App.
6. Use lighted walkways and thoroughfares, even if it means going out of your way.
7. Carry only small amounts of cash and keep purses, backpacks, and money belts close to the body.
8. Do not struggle if someone attempts to take your property.
9. Never leave valuables (wallets, purses, books, calculators, laptops, etc.) unattended.
10. Carry your keys and SNU ID card at all times and do not lend them to anyone.
11. Lock up bicycles and motorcycles. Lock doors and close windows when leaving your car.
12. 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.
13. Do not leave valuables in your car, especially if they can be easily noticed.
14. Engrave serial numbers or owner applied numbers, such as a driver's license number, on items of value.
15. 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.
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. If you must do so, "check-in" on your SNU SAFEZONE App. so safety personnel will know your location.
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 Campus Safety Dispatch by one tap on your SAFEZONE Alert App.
8. Any suspicious activity should be reported immediately to the SNU Campus Safety office by calling 405.491.6309 or from your SAFEZONE App.

*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. Scan the area before getting into your vehicle. Upon approach, always check underneath your car and in the rear seat for intruders before entering the vehicle.
4. Lock your doors and keep windows rolled up whenever possible.
5. Drive on well-traveled and well-lit streets.
6. Never hitchhike, and never pick up hitchhikers.
7. If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
8. 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.
9. Leave enough room between your car and the one ahead so you can drive around it if necessary.
10. Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
11. Limit distractions such as cellphones while walking or driving.

#### *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, or a group of people. "Check-in" on your SAFEZONE App before jogging around campus. This may provide much quicker response in case of an accident or emergency.

## **NATURAL DISASTERS**

The following information is a guideline to aid you in determining what action you should take in severe weather.

*Tornado WATCH:* Conditions are such that storms capable of producing a tornado may develop.

*Tornado WARNING:* Either a tornado has been sighted or it is highly probable that one will develop. A warning will be signaled by the storm warning sirens.

*Tornado SIRENS:* When a tornado warning is imminent, a tornado siren is activated. The City of Bethany coordinates the sounding of the sirens. Each city decides when and if to sound sirens specific to a geographic location as needed. SNU policy mandates that when a tornado siren sounds (that is not a test), all persons on campus must seek shelter immediately in the recommended shelter location. Severe Weather Guidelines are posted in each building on campus designating the best location for shelter. *NOTE: Tornado sirens are tested every Saturday at 12 noon except in the case when severe weather is possible.*

### *Tornado Precautions:*

1. If you are in the warning area, seek shelter immediately. Beaver Science building is the primary, best location for the SNU campus.
2. If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection, but be alert for flash floods.
3. Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.
4. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
5. Do not attempt to turn utilities on or off.
6. Report injuries and damage to the Southern Nazarene University Campus Safety and Security Dispatch immediately by calling 405.491.6309. When it is safe, leave badly damaged buildings and do not attempt to return unless directed to do so by emergency personnel.

## **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.

## **REPORTING PROCEDURES (GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY)**

### **CRIME REPORTING**

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to the Southern Nazarene University Safety and Security or other appropriate police agencies. To report a crime, the victim or witness should call Campus Safety and/or the police and report the incident. An official report may be made with copies available to the victim after a completed investigation.

Each year, the FBI publishes a book of crime statistics, "Crime in the United States," which includes accurate accounting of the criminal incidents that occurred on the Southern Nazarene University campus.

To report a crime in progress, dial 911, or call Campus Safety and Security Dispatch via SAFEZONE or at 405-491-6309.

## **CRIMES DISCLOSED TO A PASTORAL OR MENTAL HEALTH COUNSELOR**

To be exempt from disclosing reported offenses to appropriate Southern Nazarene 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 recognized by the Church of the Nazarene 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 Southern Nazarene University Campus Safety and Security 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.

## **CRIMES IN PROGRESS**

To report a crime in progress, a person dial 911, use the SAFEZONE app and/or call Campus Safety and Security Dispatch at 405-491-6309. 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 Campus Security Dispatch at 405-491-6309.
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

Southern Nazarene University policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the Southern Nazarene University Campus Safety and Security Department and other campus officials, including University Counseling Services, Residential Life, the Office of Student Life, and local law enforcement. Crime statistics are collected by the Campus Safety and Security Department through daily campus crime logs and also by contacting local law enforcement to request crime reports.

The tables on pages 16 & 17 (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. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Bethany Police Department.

## 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.

**Residence Halls:** 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 an athletic complex or satellite campus, 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.

**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 Federal Bureau of Investigation.

**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 non-negligent) 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 another person. The existence of such 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 Oklahoma; or
- 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 Oklahoma.

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 crime reported to local police agencies or to a campus security authority 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.

**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:** An offense that meets the definition of rape, fondling, incest, or statutory rape, defined as follows:

- **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 refers to one who engages 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 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:** Southern Nazarene University policy states that the presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the Southern Nazarene University community. Therefore, the possession of weapons is prohibited on the University campus, and on University controlled property. For the purpose of this policy a weapon is defined as any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury. Weapons may include, but are not limited to: firearms, ammunition, explosive devices, pellet/BB guns, paintball guns, bows and knives, slingshots and water



balloon launchers, martial arts equipment, swords, switchblades, knives with blades longer than three and one half inches. University personnel have the right to secure weapons on the private or controlled property of Southern Nazarene University.

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of weapons; carrying weapons, concealed or openly; furnishing weapons to minors; and all attempts to commit any of the aforementioned.

**CRIME STATISTICS:**

The following pages highlight the Annual Clery Report (For annual crime statistics please visit [snu.edu/disclosures-compliance](http://snu.edu/disclosures-compliance)).

**Southern Nazarene University - Bethany, Del City, Costa Rica campuses - 2017 Clery Reportable Statistics**

Clery Offenses	2017				2016				2015			
	On Campus	Residential Facilities	Non-campus property	Public Property	On Campus	Residential Facilities	Non-campus property	Public Property	On Campus	Residential Facilities	Non-campus property	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	2	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	8	0	2	0	1	1	0	0
Burglary	1	0	1	0	8	7	0	0	5	5	1	1
Motor Vehicle Theft	0	0	0	0	2	0	2	0	1	1	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests:</b>												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	3	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Referrals for Disciplinary Action:</b>												
Liquor Law Violations	8	8	0	0	14	12	5	0	11	10	0	0
Drug Violations	1	1	0	0	4	4	7	0	7	2	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women Act (VAWA) Offenses:</b>												
Domestic Violence	0	0	0	0	0	0	2	0	0	0	1	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes:</b>	0	0	0	0	0	0	0	0	4*	0	0	0

\*HATE CRIMES: 2015 1 incident with 4 intimidating email text focusing on gender. 2013 (0), 2014 (0).

Data sources include the SNU Campus Safety and Security Department, Bethany Police Department, and the Office of Student Development. Crime stats for Del City and Costa Rica are included in the non-campus property column. This information is subject to modification or update at any time. Statistics consist of all categories and subsets of crimes required for reporting under the Clery Act: PUBLIC PROPERTY: all public property, including thoroughfares, streets, sidewalks, and parking facilities that with the campus or immediately adjacent to, and accessible from the campus. NON-CAMPUS PROPERTY refers to any offcampus building or property owned or controlled by SNU and which is used in direct support of, or in relation to, SNU's educational purpose, is frequently used by students, and is not within the same reasonable contiguous geographic area of SNU. UNFOUNDED CRIMES: 2014 first year institutions were required to publish the number of crimes declared Unfounded by [only] law enforcement officials.

**Southern Nazarene University - Tulsa 2017 Clery Reportable Statistics**

Clery Offenses	2017				2016				2015			
	On Camp	Residential Facilities	Non-campus	Public Property	On Campus	Residential Facilities	Non-campus	Public Property	On Campus	Residential Facilities	Non-campus	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	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
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	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
Arson	0	0	0	1	0	0	0	0	0	0	0	0
<b>Arrests:</b>												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Referrals for Disciplinary Action:</b>												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women Act (VAWA) Offenses:</b>												
Domestic Violence	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
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes:</b>	0	0	0	0	0	0	0	0	0	0	0	0

SNU Tulsa has no residential facilities. Data sources include the SNU Campus Safety and Security Department, Tulsa Police Department, and the Office of Student Development. This information is subject to modification or update at any time. Statistics consist of all categories and subsets of crimes required for reporting under the Clery Act: PUBLIC PROPERTY: all public property, including thoroughfares, streets, sidewalks, and parking facilities that with the campus or immediately adjacent to, and accessible from the campus. NON-CAMPUS PROPERTY refers to any offcampus building or property owned or controlled by SNU and which is used in direct support of, or in relation to, SNU's educational purpose, is frequently used by students, and is not within the same reasonable contiguous geographic area of SNU. UNFOUNDED CRIMES: 2014 First year institutions were required to publish the number of crimes declared Unfounded by [only] lawenforcement officials.

## **OBTAINING REPORTS**

To request a copy of a report or ask other related questions, contact the Southern Nazarene University Campus Safety and Security Office at 405-491-6309.

Requests for incident reports by persons involved generally will be processed when the investigation is completed. Southern Nazarene University faculty, staff, and students are not charged for obtaining report copies when involved in the reported incident.

Southern Nazarene University Campus Safety and Security Department may deny the release of reports or information of a personal nature where the public disclosure of such information would constitute an invasion of privacy.

## **OFF-CAMPUS CRIME**

If the Bethany Police Department is contacted about criminal activity occurring off-campus involving a member of the Southern Nazarene University community, the Bethany Police Department may notify the Southern Nazarene University Campus Safety and Security Office. However, there is no official policy requiring such notification. Individuals in these cases may be subject to arrest by the Bethany Police Department and subject to Southern Nazarene University judicial proceedings through the Office of Student Life.

## **MAINTENANCE OF CAMPUS FACILITIES**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Southern Nazarene University Police officers regularly patrol and report malfunctioning lights and other unsafe physical conditions to Physical Plant for correction. Other members of the Southern Nazarene University community are helpful when they report equipment problems to the Southern Nazarene University Campus Safety and Security Dispatch office or Facilities Management Office.

## **ALCOHOL AND OTHER DRUGS**

The University requires members of its community to abstain from alcoholic beverages, illegal drugs, and attendance at establishments or activities at which such behaviors are the focus. In compliance with the Drug Free Workplace Act of 1989 and Drug-Free Schools and Campuses

Amendment of 1989, Southern Nazarene University clearly prohibits the unlawful possession, use or distribution of illegal drugs, alcohol, and unlawful substances by students and employees on University property or as any part of University activities. SNU prohibits the use of all illegal drugs on or off campus by students, faculty, or staff. Abuse or misuse of prescribed drugs is also strictly prohibited. It is a violation of University policy for any student to use prescription drugs illegally -- that is, to use prescription drugs that have not been legally obtained or for a purpose other than is prescribed. Students under the age of 21 must understand that in Oklahoma possession or distribution of alcohol is illegal and is prohibited by Southern Nazarene University. For illicit drugs, legal sanctions apply at any age. Students who are observed to exhibit the effects of alcohol and/or drug use [illegal drugs or the misuse of legal drugs] (e.g., odor of alcohol, unusual behavior, or other physical symptoms) will be accountable for violation of the University Lifestyle Policy 18 and Standards of Conduct, even if the substance itself is not observed. In addition, the displaying of alcohol paraphernalia is prohibited. The unlawful manufacture, distribution, dispensing, possession, and/or use of a controlled substance is prohibited. Violation of any of the aforementioned may be cause for immediate dismissal for any student. The full document Alcohol and Drug Policy Statement can be found in Appendix A of this handbook. The document details information on: standards of conduct and levels of assistance at SNU, levels of intervention and disciplinary sanctions for the possession and use of alcohol and illicit drugs, descriptions of drug and alcohol counseling and treatment programs available, description of health risks associated with use of chemicals, and a description of legal sanctions for the unlawful possession, use, or distribution of legal or illegal drugs and alcohol by the members of the SNU community. In the event that an SNU student is found to be responsible for criminal activity, that person(s) will be subject to disciplinary action according to University procedures, in addition to any legal proceedings that may be required by federal, state, or local codes. Counseling services are available for students who desire assistance with problems associated with drug and alcohol use. For more information, contact the Renew Counseling Center or the Office of Student Life. Southern Nazarene University is committed to providing a safe, educational environment and to fostering the well-being and health of its students. That commitment is jeopardized when any Southern Nazarene University student illegally uses drugs on or off campus; comes to school under their influence; possesses, distributes or sells drugs on campus; or uses alcohol. Therefore, SNU has established the following policy:

- It is a violation of University policy for any student to use, possess, sell, trade, offer for sale or offer to buy illegal drugs, or otherwise engage in the illegal use of drugs on or off campus.
- It is a violation of University policy for any student to be under the influence of, or possess in his or her body, blood or urine, any illegal drugs or alcohol in any detectable amount.
- It is a violation of University policy for any student to use prescription drugs illegally — that is, to use prescription drugs that have not been legally obtained or for a purpose other than as prescribed.
- While the use of medical marijuana has been legalized in the state of Oklahoma, the possession or use of prescribed medical marijuana is prohibited on campus property.
- It is a violation of University policy to possess drug or alcohol paraphernalia.
- Violations of this policy are subject to disciplinary action up to and including dismissal from the University.

## **DRUG TESTING**

Southern Nazarene University reserves the right to require that any student submit to a physical examination or clinical testing designed to detect the presence of drugs or alcohol, to include, but not limited to blood, urine or hair follicle, when reasonable suspicion exists that the student is under the influence of or is improperly using drugs or alcohol in violation of this policy. Reasonable suspicion for testing is to be determined by the sole discretion of University officials. Reasonable grounds for drug-testing or alcohol-testing may include, but are not limited to: ○ Unexplainable incoherent behavior ○ Repeated tardiness and/or absenteeism from class ○ Drug- or alcohol-related odors on person, clothing and/or equipment ○ Sudden, unexplainable drop in academic performance ○ Use or possession of alcohol ○ Possession of alcohol or drug paraphernalia ○ Previous positive drug screen results ○ Being cited for or convicted of substance abuse violations by University or municipal authorities ○ Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse ○ A report of substance abuse or use provided by a reliable and credible source A student who refuses to submit to drug or alcohol testing or to required assessment or refuses to authorize the release of test results as provided in this policy will be considered a violation of the policy for Alcohol and other drugs, and will be referred to the judicial process. A positive drug or alcohol test may result in disciplinary action including, but not limited to, suspension or dismissal from the University. A student found under the influence of alcohol or drugs may be taken to a local hospital or clinic to be monitored for safety. If a student found under the influence is deemed a danger to himself/herself or others and refuses to go to a local hospital or clinic for monitoring, his/her parents/guardians will be called to remove the student from the SNU campus environment to the extent permitted by law. A professional drug or alcohol assessment and professional counseling may be required of any student to the extent permitted by law. Any charges incurred for an outside assessment or for counseling will be the responsibility of the student. Testing for drugs will be administered at a local clinic or hospital selected by the University. Refusal to comply with testing when it is requested will be considered a violation of the University's drug and alcohol policy. If a student's test results are positive for drug use, the student will be responsible for the expense of the test. If a student's test results are negative for drug use, the University will be responsible for the expense of the test.

## **ALCOHOL AND DRUG ABUSE EDUCATION PROGRAMS**

Students who are concerned about their need for therapeutic treatment in these areas are encouraged to come to the Office of Student Life or the ReNew Counseling Center for assistance without disciplinary implications (see Amnesty Policy). The Office of Student Life and the ReNew Counseling Center have established networks with a number of substance abuse treatment programs in central Oklahoma and are able to work with students to make necessary referrals. Informational sessions relating to substance abuse will also be offered during the year. Confidential, personal, discounted counseling sessions are available to students, staff, and faculty at SNU. Phone 405-717-6200 to make an appointment for a counseling session. All calls are confidential.

## **LOST AND FOUND**

The Southern Nazarene University Lost and Found is located at the Webster Commons Welcome desk. All buildings, officers, and community members are encouraged to forward any found items to the Southern Nazarene University Webster Commons to maintain a central location for persons seeking lost property. All lost items should be reported to Campus Safety and Security Dispatch by calling 405-491-6309 as soon as possible.

Inquiries about lost and found property can be made by calling the Commons Office at 405-491-6321.

## **DISCIPLINARY PROCEEDINGS**

In order to maintain the integrity of the community, all members of the SNU community are encouraged to report observed or suspected violations of the policies with a spirit of fairness, honesty, and respect for the rights of others. Reported violations should be directed to a professional staff member in the Office of Student Life. Those who report alleged misconduct and those against whom allegations are reported are afforded all rights provided by University policies, as well as all applicable state and federal laws.

Furthermore, 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 Office of Student Life in the Webster Commons, or by calling 405-491-6336. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident.

A complaint should be filed in writing via electronic means, and shall contain the name and address of the person filing it. The complainant should specify as clearly as possible the nature of the incident(s) and the date(s) when the incident(s) occurred. Complaints will not be disclosed except to the extent necessary to conduct a thorough and complete investigation, and the existence or substance of complaints will not be disclosed except on a strict need to know basis. Every effort will be made to keep the complainant's identity confidential, and the complainant will be fully protected from retaliation of any kind for having filed a complaint.

If either the victim or the accused are students, the incident will be addressed through the Student Conduct process once a complaint is filed.

Additionally, Southern Nazarene University strongly encourages individuals to report any instance of sexual harassment and sexual violence to the police.

## **STUDENT CONDUCT PROCESS**

SNU's community is made up of students from diverse backgrounds. To create an atmosphere of dignity and respect within a community of such diversity, we strive to better understand and celebrate the uniqueness of all people. Students are expected to be respectful of the individual rights and freedoms of others. This commitment to respect others is demonstrated by our actions. Members of this community will avoid behavior that is belittling, threatening, bullying or disrespectful to others.

All students, including residential and commuters, must respect and comply with lifestyle expectations and all university policies and procedures. Each student is responsible for reading and adhering to the procedures and regulations outlined in the handbook, the Undergraduate Catalog, the Residential Living Policies and any additional policies related to living in the SNU community. The Student Handbook can be found at [snu.edu/handbook](http://snu.edu/handbook).

The process of administering sanctions for violations of University Lifestyle Policies & Standards of Conduct at SNU will follow principles of fairness to both the student and the University. Incidents of violation of university Lifestyle Policy and Standards of Conduct requiring consideration for disciplinary action are considered by either Student Life administrative staff and/or a Campus Judicial Council (CJC). The CJC consists of student, faculty, and Student Life staff representatives. Decisions involving disciplinary issues are made to help the student learn and grow from their mistake and also to ensure that the integrity of the SNU learning community is maintained.

Student disciplinary proceedings are not analogous to criminal court proceedings. No particular model of procedural due process is required. However, the procedures should be structured in order to facilitate a reliable determination of the truth and to provide fundamental fairness. Procedures can be very informal. In all situations, fundamental fairness requires that students be informed of the nature of the charges and be given a fair opportunity to respond to them.

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

The Mission Statement of Southern Nazarene University begins with the affirmation that the University is committed, "to transform lives through higher education in Christ centered community." This commitment should be reflected in the quality of campus life for every member of the community. Each person should be provided equal opportunity in education and employment.

SNU regards sexual harassment and sexual violence as detrimental to the development of a Christian academic community. Sexual harassment pollutes, damages, and can eventually destroy the atmosphere of open and mutual academic exchange, which ought to characterize a university,



particularly a Christian university. As such, sexual harassment is detrimental to the individual, compromises the integrity of the institution, and will not be tolerated.

Southern Nazarene University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the Definitions section on Page 57 of the Student Handbook. Southern Nazarene University further prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined under Oklahoma law, set forth in the attached Appendix C of the SNU Student Handbook at [snu.edu/handbook](http://snu.edu/handbook).

## **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**

**Affirmative Consent** - Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Affirmative consent may be given by words or actions unmistakable in meaning. In order to be effective, affirmative consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to another person that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

In order to give affirmative consent for purposes of this policy, one must be of legal age. In the evaluation of complaints of sexual violence under this policy, it is not a valid excuse to alleged lack of affirmative consent that the respondent believed that the complainant consented to the sexual activity under either of the following circumstances:

- The respondent's belief in affirmative consent arose from the intoxication or recklessness of the respondent, or
- The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the complainant affirmatively consented.

Affirmative consent will not be found to have been given when it is determined by a preponderance of the evidence that the respondent knew or reasonably should have known that the complainant was unable to consent to the sexual activity because the complainant was either:

- asleep,
- unconscious,
- incapacitated due to the influence of drugs, alcohol, or medication such that the complainant could not understand the fact, nature or extent of the sexual activity, or
- unable to communicate due to a mental or physical condition.

If an individual has sexual activity with someone known to be or should be known to be mentally or physically incapacitated (alcohol or other drug use, unconsciousness, or blackout), he or she is in violation of this sexual harassment, stalking, and sexual violence policy and may be in violation of the law. Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior.

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

- a. If you are not safe and need immediate help, call the police. If the incident happened on campus, call the Southern Nazarene University Campus Security Dispatch at 405-491-6309 or use the SAFEZONE app. If the incident occurred elsewhere in Bethany, call the Bethany Police Department at (405) 789-2323. 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.
- 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 conduct process.
- d. Go to Deaconess Hospital or Integris Medical Center 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.
- e. Upon arrival at the local medical facility 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.
- f. 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.

### **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, Southern Nazarene University must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

#### **Victim Advocate - Confidential Reporting Option**

The Victim Advocate can confidentially provide students with information about on and off campus resources available to victims.

##### **Victim Advocate**

Misty Jagers  
Southern Nazarene University  
Center for Student Success  
LRC 1<sup>st</sup> floor North End  
405-789-6400

## **Counseling Resources- Confidential Reporting Options**

### **Southern Nazarene University ReNew Counseling Center**

RENEW Counseling Center at SNU is here to provide help and hope. RENEW offers the opportunity for clients to pursue wholeness, healing, support, and growth within a Christian context, remaining respectful of the variety of backgrounds and or paradigms of our clients.

RENEW provides services for all ages; children, adolescents, adults ranging from university students to senior adults. With a variety of counselors, Renew is able to offer the central Oklahoma region and local Southern Nazarene University community with affordable services that service individuals, couples, children, and families.

Counseling services are provided for most personal and mental health concerns, such as relationship issues and concerns, family life matters, depression, anxiety, identity questions, eating disorders, addictions issues, adjustment issues, behavioral concerns, grief and trauma coping, stress, life decisions and struggles. Because clients' needs differ, our services are based on listening to your concerns assessing your needs, respecting your values, and identifying a treatment approach and clinician that may be most helpful.

Please contact ReNew at 405-717-6200 to begin your journey of healing.

## **Other Local Services Available To Victims**

### **Non-Confidential Reporting Options**

#### **SNU Campus Security Department**

Dispatch Office, Beaver Science, 1<sup>st</sup> floor  
405-491-6309

#### **Bethany Police Department**

6714 NW 36th St, Bethany, OK 73008  
(405) 789-2323

#### **SNU Office of Student Life**

Webster Commons 1<sup>st</sup> Floor  
405-491-6336

#### **SNU Title IX Coordinator**

Dr. Melany Kyzer, Provost & Title IX Coordinator  
405-491-6304

## **Medical Services**

It's important to have a thorough medical examination after a sexual assault even if you do not have any apparent physical injuries. Medical providers can treat any injuries and provide tests for sexually transmitted diseases.

#### **Southern Nazarene University Health Center (on-campus)**

Webster Commons 1<sup>st</sup> Floor  
405-491-6605

#### **Integrus Medical Center (off-campus)**

3300 N.W. Expressway, Oklahoma City, OK  
405-951-2277

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

## Interim Measures

The Office of Student Life and the Title IX Coordinator and/or Deputy Coordinators 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. Southern Nazarene 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:** The Office of 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:** The Office of 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:** The Office of Student Life can assist you in filing for an Emergency Protective Order in court with Bethany PD This is a court-ordered petition that prohibits contact between the complainant and respondent.
- d. **Safety Measures:** The Office of 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:** The Office of 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 Office of Student Life 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:** The Office of 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.

When the Office of Student Life becomes aware of a student who potentially could have been a victim of sexual violence, they will contact the victim in writing through Southern Nazarene University email to share these interim measures, reporting options and other resources available. This will be done no matter the location of the incident.

## Reporting

All forms of sexual violence should be reported, no matter the severity. Southern Nazarene 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.

Southern Nazarene 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. Southern Nazarene 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.

Different employees on campus have different abilities to maintain a victim's request for confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."
- Other employees may talk to a victim in confidence, and generally report only that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger an institution investigation into an incident against the victim's wishes. This report is done through a Clery Report and does not include the victim's name or other identifying information.
- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator.

#### **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 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.

This would include counselors who work in the ReNew Counseling Center on campus.

##### ***Victim Advocate***

Southern Nazarene University treats the Victim Advocate as a confidential reporting option. Victims can visit with the Victim Advocate to learn about resources available on campus. The Victim Advocate is not required to report any information about an incident to the Title IX Coordinator without a victim's permission. However, the Victim Advocate will report incidents to Southern Nazarene University Campus Security Department for the purpose of the Clery Act.

## **University Health Providers**

The University Health Center providers are confidential reporting options. They are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. However, they will report incidents without any identifiable information to Southern Nazarene University Campus Security for the purpose of the Clery Act.

While these professional counselors, non-professional counselors (those who act under the supervision of a licensed counselor), advocate, and health providers may maintain a victim's confidentiality, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in the case of minors, imminent harm to self or others, or requirement to testify if subpoenaed in a criminal case.

If Southern Nazarene University determines that the alleged individual(s) pose a serious and immediate threat to the campus, Southern Nazarene University may issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

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

Southern Nazarene University requires all other employees (excluding counselors and Victim Advocate) who become aware of an instance of sexual violence to report the instance to Southern Nazarene University Campus Security. 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.

Note that the Clery Act requires other crimes to be reported.

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 or the Office of Student Life. A responsible employee must report to the Title IX Coordinator or the Office of Student Life 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.

### **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, Southern Nazarene 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;
  - 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 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. Southern Nazarene 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**

Southern Nazarene 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 Southern Nazarene University Campus Security Department or at 405-491-6309.

If the incident occurred elsewhere in Bethany, OK it can be reported to the Bethany Police Department at 6714 NW 36th St, Bethany, OK 73008 or at (405) 789-2323.

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.

## **Reporting to the Office of Student Life**

In order to maintain the integrity of the community, all members of the SNU community are encouraged to report observed or suspected violations of the policies with a spirit of fairness, honesty, and respect for the rights of others. Reported violations should be directed to a professional staff member in the Office of Student Life. Those who report alleged misconduct and those against whom allegations are reported are afforded all rights provided by University policies, as well as all applicable state and federal laws. If either the victim or the accused is a student, the incident will be addressed through the Office of Student Life process once a complaint is filed.

Any person enrolled or employed by the University who believes that she/he has been a victim of some form of sexual harassment should present their complaint immediately to a designated administrator. The student or employee may choose to present the complaint to any member of the administrative group of the University with whom the employee feels comfortable.

The following elements are important in seeking resolution to the complaint.

- A complaint should be filed in writing via electronic means, and shall contain the name and address of the person filing it. The complainant should specify as clearly as possible the nature of the incident(s) and the date(s) when the incident(s) occurred. Complaints will not be disclosed except to the extent necessary to conduct a thorough and complete investigation, and the existence or substance of complaints will not be disclosed except on a strict need to know basis. Every effort will be made to keep the complainant's identity confidential, and the complainant will be fully protected from retaliation of any kind for having filed a complaint.
- The designated administrator, on receiving a formal complaint and talking with the complainant, will notify the supervisor of the person who is alleged to have harassed in an effort to achieve resolution at the informal level. Failing this, the designated administrator will take the steps necessary for a formal grievance procedure.

Additionally, as stated above, Southern Nazarene 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), Southern Nazarene University has developed this investigation and notification policy regarding students who reside in campus housing and have been reported as missing.

This policy applies to students who reside in campus housing, including off-campus apartment units leased by the college for student residents. For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

### **I. Procedures for designation of emergency contact information**

- a. Students age 18 and above and emancipated minors

Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

- b. Students under the age of 18

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

## **II. Official notification procedures for missing persons**

- a. Any individual on campus who has information that a residential student may be a missing person must notify the Office of Student Life as soon as possible.

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Office of Student Life, in collaboration with Campus Safety, will assist external authorities with these investigations as requested.

- b. The Office of Student Life, in collaboration with Campus Safety and Security will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.
- c. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Office of Student Life will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.
- d. No later than 24 hours after determining that a residential student is missing, the Associate Vice President for Student Life will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

## **III. Campus communications about missing students**

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the SNU spokesperson and/or the Media Strategies team. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to the Office of Student Life, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the SNU community with any information about a missing student, the Office of Student Life or the University spokesperson shall consult with local law enforcement authorities to ensure that communications do not hinder the investigation.

## **CONTACT INFORMATION**

### **SNU Campus Security Department**

Dispatch Office, Beaver Science, 1<sup>st</sup> floor  
405-491-6309

**Bethany Police Department**

6714 NW 36th St, Bethany, OK 73008  
(405) 789-2323

**SNU Office of Student Life**

Webster Commons 1<sup>st</sup> Floor  
405-491-6336

**SNU Title IX Coordinator**

Dr. Melany Kyzer, VP for Academic Affairs & Title IX Coordinator  
405-491-6304

**ReNew Counseling Center**

Webster Commons, 1<sup>st</sup> Floor  
405-717-6200

# ANNUAL FIRE SAFETY REPORT

## 2017 FIRE SAFETY REPORT

### Overview

The Higher Education Opportunity Act (PL 110-315) became law in August 2008, requiring all United States academic institutions to produce an annual fire safety report outlining the fire safety practices, standards, and all fire-related student housing statistics. The following public disclosure report details all information required by this law as it relates to Southern Nazarene University in Bethany, OK. This report covers the 2016-17 academic year.

### **I. General Statement of University Owned/Controlled Student Housing**

Southern Nazarene University's three residence halls (Bracken, Hills, and Snowbarger) are completely covered by a State Fire Marshall approved and regularly inspected fire alarm systems which are monitored 24 hours/day, seven days/week via Campus Security dispatch. All of the Residence Halls are covered by automatic fire suppression sprinkler systems. Imel Townhouses are covered by a State Fire Marshall approved and regularly inspected fire alarm system which is monitored 24 hours/day, seven days/week via Campus Security dispatch. Imel Townhouses are covered by automatic fire suppression sprinkler systems. Asbury and Chapman apartment buildings have battery operated, smoke detectors located in each individual living unit. Smoke detectors are tested four times each year and batteries are replaced as needed (at least annually).

Fire extinguishers are located in prominent and public locations in each of the four University residence halls as well as in Imel Townhouses, Asbury Apartments, and Chapman Apartments. Building evacuation routes and resident assembly points are posted in the common spaces and on each floor of all residence halls and in Imel Townhouses.

All Campus Security and Residence Life staff members receive comprehensive fire safety training at the beginning of each academic year. Residence Life staff receives fire extinguisher training on an active fire at the beginning of each academic year. In addition, emergency and evacuation procedures are reviewed regularly with occupants and staff of each campus living area. Emergency Evacuation maps are posted on each dorm floor to direct residents to exits. Mandatory fire drills are conducted once each semester for every living area in accordance with the National Fire Protection Association Life Safety Code.

### **II. Fire Statistics 2017-18**

#### **Log**

1. 08/13/2017 08:39 p.m. Hills  
G109 detector went off. Source unknown. Room was hot, windows were open. No smells or smoke detected. Building evacuated. Bethany Fire and Campus Security cleared and reset the system. No injuries, no damages.
2. 08/19/2017 7:44 a.m. and 7:59 a.m. Herrick Auditorium.  
Alarm went off. Unknown source. Building evacuated. Bethany Fire checked building, tested and cleared system. No injuries, no damages.

3. 09/06/2017 5:29 p.m. Imel Townhouse. 6710 NW 43rd St.  
Smoke detector went off. Source was burned chicken. Building evacuated. Campus Security tested and cleared system, instructed students to be careful when cooking. No injuries, no damages.
4. 09/07/2017 11:40 p.m. Hills  
Source, burned popcorn. Building evacuated. Campus Security tested and cleared system. No injuries, no damages.
5. 09/26/2017 10:37 p.m. Snowbarger  
224 smoke detector. Source was burned macaroni and cheese. Building evacuated. Bethany Fire and Campus Security assessed building. Door and window open for ventilation. No fire detected. Alarm was cleared and reset. No injuries, no damages.
6. 10/01/2017 5:45 p.m. Snowbarger  
311 smoke detector went off. Source was a resident pulling down clothes hanging from sprinkler head. Building evacuated. Bethany Fire and Campus Security tested and cleared system. No injuries, carpet and walls were soaked with water.
7. 10/05/2017 12:50 p.m. Snowbarger  
5th Floor East pull station. Campus Security tested and cleared system. Building evacuated. No injuries, no damages.
8. 10/12/2017 24:04 a.m. Commons.  
Cause unknown. 405 employee stated all was turned off when they left. Building unoccupied. Bethany Fire could not find cause. Bethany Fire and Campus Security tested and cleared system. No injuries, no damages.
9. 10/17/2017 3:39 p.m. Snowbarger  
407 smoke detector went off. Source unknown; possible burned razor. Building evacuated. Bethany Fire and Campus Security tested and cleared system. No injuries, no damages.
10. 10/28/2017 4:02 a.m. Hills  
G303 smoke detector alarm went off. Source unknown. Building evacuated. Bethany Fire and Campus Security tested and cleared system. No injuries, no damages.
11. 11/11/2017 9:10 a.m. Hills  
Hills J410 alarm went off. Security dispatched, advised not to call Bethany Fire Dept. No burning odor/smoke. Building evacuated. Campus Security tested and cleared system. No injuries, no damages.
12. 11/12/2017 11:28 p.m. Bracken Hall  
Bracken A-33 smoke detector alarm went off. Source possibly a vape. Building evacuated. Campus Security tested and cleared system. No injuries, no damages.
13. 11/15/2017 5:20 p.m. Hills  
Hills conference room kitchen H100 B smoke detector alarm went off. Building evacuated. Source was from spilled food in oven causing smoke. No fire. Bethany Fire and Campus Security tested and cleared system. No injuries, no damages.
14. 11/21/2017 10:36 p.m. Hills  
Hills G204 Smoke detector 1st floor apartment kitchen went off. Building evacuated. RD called Dispatch to give cause of burned food, no fire. Dispatched cancelled 911 call. Source burned food. Campus Security tested and cleared system. No injuries, no damages.

15. 11/21/2017 4:00 p.m. Fire Drill  
A fire drill was conducted in Hills, Bracken, and Snowbarger Residence Halls.
16. 11/29/2017 11:30 p.m. Snowbarger  
401 alarm went off. Unknown source. Building evacuated. Security officer noted window was open but not cold in room. Possible vape being used. Campus Security tested and cleared system. No injuries, no damages.
17. 12/24/2017 10:34 a.m. Herrick  
Herrick fire panel showed "first floor water flow switch." Security called 911. Building evacuated. Source unknown. Campus Security tested and cleared system. No injuries, no damages.
18. 02/08/18 4:00 p.m. Fire Drill  
A fire drill was conducted in Hills, Bracken, and Snowbarger Residence Halls.
19. 02/13/2018 8:15 p.m. Imel 1 & 2  
Imel 1& 2 detector alarm went off. Source: Burned eggs. Building evacuated. Security officer confirmed there was no fire. Campus Security tested and cleared system. No injuries, no damages.
20. 02/22/2018 12:45 p.m. Cantrell 101  
Source: Ceiling water leak triggered fire alarm. Building was unoccupied.. Security officer confirmed there was no fire. Campus Security tested and cleared system. No injuries. Damage to ceiling tiles in Rm. 101.
21. 03/01/2018 9:10 p.m. Hills H200  
H200 detector alarm went off. Source: Burned popcorn. Building evacuated. Security officer confirmed there was no fire. Campus Security tested and cleared system. No injuries, no damages.
22. 04/16/2018 1:50 a.m. Snowbarger 306  
Rm 306 detector alarm went off. Source: Vaping. Building evacuated. Fire Department on scene. Bethany Fire and Campus Security tested and cleared system. No injuries, no damages.
23. 05/07/2018 3:22 a.m. Hills 400C  
400C detector alarm went off. Source: Unknown. Building evacuated. Fire Department on scene. Bethany Fire and Campus Security tested and cleared system. No injuries, no damages.
24. 05/10/2018 2:30 p.m. Snowbarger  
Snowbarger, East end of South hallway, 3rd floor alarm went off. Source: Unknown. Pull station possibly damaged.. Building unoccupied.. Security officer confirmed there was no fire. Bethany Fire and Campus Security tested and cleared system. No injuries, no damages.

## Statistical Summary

2017-18	Totals	
	Injuries	0
	Fire-related Death	0
	Incidents Causing Damage	0
	Residence Hall Fire Drills Conducted	3
	Value of Property Damage	\$0.00

### *Definitions*

The following definitions are applicable:

- Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.
- Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of a fire. The term “person” may include students, faculty, staff, visitors, firefighters, or any other individuals.
- Fire-related death: Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of a fire.
- Fire-safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- Value of property damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.



### **III. Specific Fire Prevention Policies**

It is the policy of Southern Nazarene University to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal is to recognize hazardous conditions and take appropriate action before such conditions result in a fire. The goal is accomplished by conducting periodic safety inspections of all residence facilities and increasing the fire safety awareness of residents by conducting fire drills.

To minimize the potential for fires in residential facilities, the following policies are in effect:

#### *Entry, Search and Inspection of Rooms*

The Offices of Residence Life and Housing and the Department of Campus Safety, reserve the right to enter students' rooms to ensure community health and safety, and assess violations of the University Policies and Standards of Conduct.

In order to maintain physical facilities and cleanliness of living conditions, it is imperative that appropriate administrative officials inspect residence hall rooms and apartments at regularly stated intervals. Students whose rooms are found lacking will be expected to promptly make any needed corrections as determined by SNU officials. Failure to comply with these directions will result in the student being fined or other corrective intervention.

To ensure the safety, security or well-being of members of the SNU residential community or the community at-large, and to enforce the University guidelines or policies, University officials, with probable cause or reasonable suspicion, may enter individual rooms, make a search, and confiscate illegal or otherwise forbidden items which may be used as evidence in subsequent disciplinary proceedings, provided authorization for such entry and search is obtained from the Associate Vice President for Student Life and/or the Associate Dean of Students or designee. Students at the time of search are required to present and unlock any safes, locking cabinets, or other storage devices that are on University Property.

The University recognizes that students' rooms and apartments are their homes while enrolled at Southern Nazarene University and acknowledges each student's right of privacy. It should be noted that all residential units, and parking lots owned by the University, are the property of Southern Nazarene University. Responsibility for immediate supervision lies with the university administration. The University may make random, unannounced checks of any resident spaces to ensure the safe and secure operations of University residence facilities.

#### *Fire Safety*

Fire hazards, including but not limited to, incense, burning candles, halogen lamps, exposed heating elements, or personal BBQ grills are prohibited in or around any residential living area. Cooking of food in residence hall rooms is not permitted.

Light fixtures in the residential community should never be obstructed or covered by any material. Students may not cover their walls in any material that will create a fire hazard. Flammable materials (e.g., gasoline, fireworks, etc.) may not be kept in the campus residence.

Fire extinguishers must not be used or removed from their storage rack except in case of fire. The safety of community members requires that fire extinguishing equipment, fire alarm systems, (including smoke detectors, emergency evacuation lights), and fire doors are kept for authorized use only, other use is prohibited by law. Violators are subject to a minimum fine of \$250 and/or additional legal/disciplinary action.

#### *Flammable Materials*

Local laws prohibit the use of fireworks and the use of or possession on campus and will result in a minimal fine of \$100 and/or additional legal/disciplinary action. Other flammable materials (e.g. gasoline, candles, incense, etc.) may not be kept in the residence halls or apartments. (See Residential Living Policies for more information).

#### *Personal Property Insurance*

The University suggests to residential students that they enroll in a renter's insurance policy. The University does not assume responsibility or liability for any theft, loss, damage, or destruction to student's personal property that is brought to campus, including in university residence halls. Students assume full responsibility and liability for all personal property.

#### *Smoke detectors*

Each student's room in the residence halls and campus apartments is equipped with a smoke detector. Tampering with these devices is strictly prohibited. Students should contact a Residence Life official immediately to report a broken or non-working smoke detector.

#### *Tobacco*

The possession and/or use of tobacco in any form is not permitted on or off campus. Also, the displaying of tobacco paraphernalia is prohibited. Individuals who are found in violation of the University Lifestyle Policy and Standards of Conduct face disciplinary action including fines, community service, or suspension from the University.

#### *Weapons*

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the Southern Nazarene University community. Therefore, the possession of weapons is prohibited on the University campus, and on University controlled property. For the purpose of this policy a weapon is defined as any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury. Weapons may include, but are not limited to: firearms, ammunition, explosive devices, pellet/BB guns, paintball guns, bows and knives, slingshots and water balloon launchers, martial arts equipment, swords, switchblades, knives with blades longer than three and one half inches. University personnel have the right to secure weapons on the private or controlled property of Southern Nazarene University.

#### IV. Plans for Improving Fire Safety

- 1) Continue to update signage communicating building evacuation and assembly points in all university residential facilities, in particular focusing on additional signage per apartment unit in those facilities.
- 2) Provide hard-wired smoke detectors in Chapman.
- 3) Continue to monitor and review the locations of fire extinguishers ensuring they are in the best locations.

#### APPENDIX A

Definitions under Oklahoma law:

**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.*