

2013

SECURITY REPORT & POLICY



Community Care College

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Security Report & Policy 2013

Purpose

Community Care College/Clary Sage College/Oklahoma Technical College hereby known as the "College," is committed to providing a safe and secure environment for students, faculty, staff, and visitors. This policy is intended to comply with the Campus Security Act of 1990, 20 U.S.C. Section 1092 (f), as amended, and regulations issued by the United States Department of Education (DoEd) pursuant to the Act and ACICS. Where the procedure conflicts with the Act or the regulations, the Act or the regulations will govern.

This Policy includes the new requirements imposed by the Violence Against Women Reauthorization Act (VAWA), effective March 7th, 2014 under the Campus Sexual Violence Act (SaVE Act) provision, section 304.

Questions regarding this policy and any procedures relating to it may be directed to the Property Manager, Ivan Acosta or College President, Dr. Kevin Kirk.

Safety is Everyone's Responsibility

The cooperation and involvement of students is absolutely necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions. For example, although the campus is well-lighted, any student, male or female, may feel more comfortable asking for a campus escort when returning to his/her vehicle after dark.

Information regarding campus safety and security is provided to new students at orientation sessions each week. Additional information is available in the HR office located on the second floor.

Campus Policies & Procedures

The College will enforce all state and federal laws including those pertaining to sexual harassment and the drug-free workplace act. State legislation specifically prohibits sexual harassment in employment and education. Sexual harassment is a form of illegal discrimination which is defined as "unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature which has the effect of denying equal educational or employment opportunities."

Student's rights are protected under Title IX. It states "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Students, faculty and staff who feel they have been subjected to sexual harassment should report this to the Instructor, HR Director and or President. For more information and support resources on this subject refer to the Student Orientation Manual.

The College will enforce all laws regarding the possession, use, and sale of alcoholic beverages, controlled substances and weapons. Use of alcoholic beverages on campus is prohibited. Illegal drugs, firearms, and dangerous weapons of any type are not permitted on campus. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including suspension, expulsion, or discharge, and shall be subject to criminal prosecution.

Suspicious activity, potential criminal actions, and other emergencies on campus can be reported by any student, faculty member, or employee to the Human Resources Department, College President or Property Manager. Upon receipt the police are dispatched immediately to the scene if needed, and will make arrests if necessary. An incident report will be prepared by the President or HR or other College representative.

The Maintenance Department maintains the college campus and grounds with concern for safety and security. Maintenance staff/security guards inspect campus facilities regularly, promptly make repairs affecting safety and security, and respond immediately to reports of potential safety and security hazards, such as compromised windows and doors.

Weapons Policy

Purpose

The College weapons Policy is to ensure the safety of the students, faculty, staff, and visitors to the College campus. The possession, storage or use of firearms, explosives or weapons of any type, is not permitted any place on campus. The College is committed to an environment where employee's students and visitors are at zero risk of involvement in workplace violence.

Prohibition

Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off College property, except as otherwise provided in this policy.

Any employee or student found to be in violation of this policy may be ordered to remove the weapon from the premises immediately, and will be subject to discipline up to and including termination for employees or expulsion for students. Any person violating this policy may be subject to arrest or criminal prosecution.

Employee Reporting Responsibility

An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the Campus Director, President or Human Resources. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

Definitions

Firearm: Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc, and any ammunition for any such device.

Weapon: Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, or throwing stars; 2) any object that could be reasonably construed as a weapon; 3) any object legally controlled as a weapon or treated as a weapon under the laws of the State of Oklahoma.

Explosives: Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

Oklahoma Self-Defense Act

No person in possession of any concealed/unconcealed handguns pursuant to the Oklahoma Self-Defense Act shall be authorized to carry the handgun into or upon College property, except as provided in this subsection.

Though the College strongly recommends that all firearms should be kept off campus, any person except a convicted felon, who has a valid concealed/unconcealed handgun license for a firearm, may keep their firearm in their locked vehicle, whether attended or unattended, provided the handgun is not removed from the locked vehicle.

Emergency Response & Evacuation Procedures

The college has developed procedures to immediately notify our students, employees and visitors hereby known as “Campus Community”, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the safety of our Campus Community.

Additionally, each facility is protected by several security measures, to include a controlled access system, video surveillance equipment, panic button, and a security alarm system with a 24 hour monitoring by Advance Alarms. Currently Advance Alarms (918-251-0644) service and repair the security system.

Through the Administration, the Campus Community is advised of the danger and what actions need to be taken to protect themselves from any immediate threat to their health and safety. Additionally the Administration will notify local Law Enforcement to act in concert with the Administration to maintain order, isolate any areas and control the situations to the danger is contained.

On Campus Notification

Upon confirmation of a significant emergency or dangerous situation, the Administration will contact the Campus Community by using several methods, our current methods are:

Internal Campus Threat Code

Our internal campus threat codes have been developed to provide prearranged, confidential, and covert notification of a specific type of emergency to the Campus Community. These threats will generate a specific type of response and will be announce as needed via the telephone page system or the overhead paging system.

Codes

- A. Code “B” (Bomb Threat)** – This threat code will notify the Campus Community of a suspicious package or phone in bomb threat. This threat code will initiate the emergency evacuation of the facility.
- B. Code “E” (Evacuation)** – This threat code will initiate the emergency evacuation of the facility. Only authorized school personnel can initiate this order.
- C. Code “L” (Lockdown)** – This threat code will notify the Campus Community of an internal lockdown, the Campus Community will immediately secure all doors at their location.
 - a. Building entrances – The Customer Service Representatives at the facility front desk will lock all external doors.
 - b. Classrooms and Labs – The instructors will lock the classroom doors and close the blinds.
 - c. Office – The office doors will be locked by the current office occupant.

Occupants must stay at their locations until the Administration has announced that it is safe to exit.

- D. Code “EL” (External Lockdown)** - This threat code will notify the Campus Community of an external lock down threat ordered by the police.
 - a. Building entrances – The Customer Service Representatives at the facility front desk will lock all external doors.
 - b. OTC ONLY – The Customer Service Representatives will lock the entry gates.
- E. Code “U” (Unusual Situation)** – This threat code will inform the Campus Community of an unusual situation that is occurring on site. It could involve a situation where an individual is acting irrational and the situation has a potential to escalate. It informs the respondent to cautiously approach the situation with the intent to possibly calm the situation. The code announcer must identify the location of the incident.

Panic Button

The panic button is located under the front desk at each facility. Once the panic button has been activated, a signal is sent to Advance Alarms. A dispatcher from Advance Alarms will call the front desk to verify the nature of the emergency. Once the receptionist at the front desk answers the phone the dispatcher will say “we had a panic alarm go off, is everything ok”. The receptionist will have to explain the nature of the emergency, the dispatcher will ask for the proper code and name of the receptionist. The proper code will be your building access code, if the receptionist does not provide the proper code or is not on the list, the dispatcher will say “thank you”, hang up and dispatch the Tulsa Police to the facility. If the front desk does not answer, Advance Alarm will dispatch the Tulsa Police to the facility and will continue to call the list.

Notification of Local Authorities

Depending on the nature of the problem, the Police Department, Fire Department and Ambulance service will be advised by Administration and or Front Desk Personnel of the nature and scope of the emergency (911). The President and or Property Manager will advise emergency personnel of location, any street closings, long-term functions or construction which may change routing and access strategies. The procedure for disseminating emergency information to the larger community will be through phone calls,

emails or social media sites to emergency response groups, releases to the radio and newspaper, if applicable, will be accomplished through the President's office.

Initiate the Notification System

At any level of crisis, activation of the notification system is immediate, once there is confirmation of an emergency, and the nature and scope of that emergency have been determined. Campus Security/Maintenance personnel will contact the following people, the order depending on the nature of the threat and which population segments need to be notified.

Contact Personnel on Campus

Ivan Acosta	Property Manager	918-521-4679
John Sullivan	Facilities Manager	918-344-9941
Josue Pancecatl	Network Support	918-698-3481
Dr. Kevin Kirk	College(s) President	918-808-3222
Jamie Kidder	OTC Campus Director	918-694-9914
Dr. Raye Mahlberg	CSC Campus Director	918-899-9096
Brenda Knox	HR Director	918-706-4475
Teresa Knox	CEO/Owner	918-521-4678

Statement of Intention

It is the intention of the College to notify without delay the appropriate contact people and/or the appropriate authorities in the event that an emergency situation has arisen which, by delaying notification, would worsen the situation and put a greater number of individuals in peril. It is the College's intention to initiate a notification system that will advise in an appropriate and timely manner the community that would be affected by the emergency, as determined by an ongoing assessment of the emergency. The content and means of notification will be appropriate to the potential severity and nature of the emergency. Selected administrators, faculty and Facilities personnel will be called in to make a determination about the nature of the emergency, and in situations where the Tulsa community may be at risk, the Sheriff's Department and Police Department will be called to make a determination on specific courses of action.

Procedures for Disseminating Emergency Information to the Larger Community

From the Office of the President, in conjunction with applicable Administration, the dissemination of the emergency situation will be sent by email/text and/or personal contact to the newspaper, radio station, Police and Fire Departments.

Testing of Emergency Response Evacuation Procedure

The Engineering and Maintenance Department will conduct in-house testing of emergency evacuation procedures periodically. The College is in contact with Emergency Responders for the county as sanctioned by Homeland Security; and the Maintenance/Security Department's participation in any drills will consist of following instructions and coordinating equipment and supplies and other orders as directed by Emergency Personnel.

College In-House Testing of Evacuation Procedures

Fire drills are performed periodically by the Engineering and Maintenance Department. This drill situation will be announced to all the academic and administrative personnel via the telephone page system or the overhead paging system. When the fire alarm system sounds employees, students and visitors will evacuate the building. **Do not use the elevator.** Employees, students and visitors will meet outside in these designated areas:

Community Care College

First Floor

Front Desk & Lobby Visitors	East Parking Lot
Auditorium	East Parking Lot
Way of Life Gym	North Parking Lot
Student Lounge	West Side of Building
Computer Lab	South Parking Lot
Phlebotomy Lab	South Parking Lot
Classroom 18	South Parking Lot
Classroom 17	South Parking Lot
Classroom 16	East Parking Lot
Classroom 15	East Parking Lot

Second Floor

Classroom 14	East Parking Lot
Admissions/Financial Aid	East Parking Lot
Accounting	East Parking Lot
Dental Operatory Hall	South Parking Lot
Records	South Parking Lot
Surgical Tech. Lab & Office	South Parking Lot
Career Services	South Parking Lot
MA Examining Room Hall	South Parking Lot
Classroom 13	South Parking Lot

Third Floor

Classroom 1 – 6	South Parking Lot
Classroom 7 – 12	East Parking Lot
Assembly Hall	East Parking Lot

Clary Sage College

First Floor

Front Desk & Atrium Visitors	West Parking Lot
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Store 146
Esthetician 145
Serenity Room 140
Student Lounge 101
Massage Rooms 1 - 10
Pedicure 117
Manicure 118
Treatment 119
Dispensary 109
Hair Salon 108
Classrooms 13, 14, 15, 16, 17, 18

West Parking Lot
South Parking Lot
South Parking Lot
East Parking Lot
North Parking Lot
North Parking Lot
North Parking Lot

Second Floor

Office 232, 233, 234
Classroom 7
Faculty Resource 228
Faculty Resource 227
Classroom 4
Classroom 3
Library
Classroom 1
Classroom 5
Wet Lab 217
Employee Lounge 215
Classroom 6
Office 205, 207, 208
Office 204, 206, 210, 214, 216, 217
Classrooms 8, 9, 10, 11, 12
Learning Resource Center

East Parking Lot
East Parking Lot
North Parking Lot
East Parking Lot
East Parking Lot
East Parking Lot
North Parking Lot

Oklahoma Technical College

First Floor Building A

Front Desk & Lobby Visitors
Office 101
Office 102
Office 103
Office 104
Office 105
Classroom 116
Classroom 117
Classroom 119
Office 120
Classroom 106
Classroom 108
Classroom 112
Classroom 113
Classroom 114

North Parking Lot
South Parking Lot
South Parking Lot
South Parking Lot

Classroom 115

South Parking Lot

Second Floor Building A

Office 200

North Parking Lot

Office 200A

North Parking Lot

Office 200B

North Parking Lot

Office 206

North Parking Lot

Employee Lounge

East Parking Lot

Building B

LRC

South Parking Lot

Student Lounge

South Parking Lot

Automotive Shop 137

South Parking Lot

Automotive Shop 136

South Parking Lot

Barber Shop 101

South Parking Lot

Tool Crib

North Parking Lot

Chrome City Store

North Parking Lot

Welding Shop

Office 145

South Parking Lot

Storage Room 147

South Parking Lot

Shop 146

South Parking Lot

Upon evacuation of the building, do not leave, as you must be accounted for, Instructors are responsible to account for their students. The Property Manager or the Tulsa Fire Department will notify employees and students when the building is safe to enter.

The College Director or Property Manager should be notified of any employees or students requiring special assistance to evacuate the building.

Maintenance & Engineering Department

The Property Manager would be given an example of gross building failures which could easily affect dozens of students and would require the evacuation of the building, the shut-down of all utilities in the building, notification of all utility companies including electric, gas and phone. As this function is being performed, additional instructions will be given regarding an expanding situation; and at each new phase of response, they will be charged to implement processes of Lockout/Tagout, etc.; and to work in coordination with the utility company and Fire Department.

Property Manager Department

The Property Manager will work with Police to clear the areas, to aid in the evacuation of the necessary buildings, to assist Fire Departments responding to mutual aid call, and to assist in finding the nearest fire hydrants; control foot and automotive traffic; assist in establishing a Command and Coordination Center on campus; and assist by any means necessary.

Crime Reporting

Student's faculty and staff are urged to report all criminal acts and safety hazards. During normal class/working hours, reports can be made by calling the President at extension 2003, Property Manager at extension 2009, or the Human Resources Director at 2032. After normal working hours a report can be filed by contacting and notifying the evening Front Desk Personnel.

In the event of an immediate threat or danger, the appropriate civil emergency responders can be reached by calling 911. In every instance the President, Property Manager or HR Director should be notified as soon as possible to facilitate proper reporting.

Non-emergency situations will be investigated within 24 business hours from when the situation is reported.

The President will transmit via email to the entire campus community a crime alert if reports indicate an immediate danger or a trend is developing in a particular crime category. A campus wide intercom system is used as another method of campus notification.

Security of and Access to Campus Facilities

The College campus is protected by several security measures that include a card access system, video surveillance equipment, panic buttons, and a 24 hour security alarm system monitoring by Advance Alarms. Currently Advance Alarms (918-251-0644) service and repair the security system.

Identification Badges

All students, faculty and staff will be issued a College identification name tag, which must be worn at all times. Building security is the responsibility of the Engineering and Maintenance Department.

All visitors are required to sign in at the front desk and will be issued an identification badge before they are allowed entrance.

Video Surveillance

The College is committed to enhancing the quality of life of the campus community by integrating the best practices of public and private policing with state-of-the-art technology. The college is protected by a digital technology based security camera system. The system covers thirty two locations throughout the main campus. The purpose of camera surveillance in public areas is to deter crime and to assist the police in protecting the safety and property of the campus community. Any diversion of security technologies and personnel for other purposes would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this policy.

Video surveillance for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video surveillance are appropriately trained and supervised in the responsible use of this technology.

Video surveillance of public areas for security purposes will be conducted in a manner consistent with all existing campus policies, including the non-Discrimination and Sexual Harassment Policy. The procedure for video surveillance prohibits surveillance based on the characteristics and classification contained in the Non-Discrimination Policy (e.g., race, gender, national origin, disability, etc).

Video Surveillance of public areas for security purposes at the campus is limited to uses that do not violate the reasonable expectation to privacy as defined by law.

Each camera is in public view to reduce any concern about privacy and to increase the deterrence factor we believe that controlling access to the College and monitoring strategic campus areas deters unwelcome intrusions and creates a better climate of safety. It is also an excellent investigative tool for the department due to its recording capabilities. Ivan Acosta, Property Manager is responsible for the video security system on all three Campuses.

Parking Permits

All employees and students must have a parking permit in order to park on campus property. The individually numbered parking permits are clear stickers and must be displayed on the rear view mirror. The parking area is patrolled by Security Guards to insure all vehicles have been registered with the Property Manager. The only exception to this policy is visitor parking.

Intercom System

Each campus is equipped with a Phone Paging System. This system enables instant communication to the entire building in the case of emergencies. Inclement weather or other crises are examples of possible use for the intercom.

EntraPass Card System

The “EntraPass” card access system, a sophisticated security access system, is comprised of a central computer, access card readers, electromagnetic door locks, and relay control cabinets.

The central computer is located in the Property Manager’s office. Access to the system is password protected. The password will be issued to persons authorized by the Property and Facility Manager.

With the EntraPass program, many features are utilized to customize the card access to the building.

- Card Definition - defines the times and areas, via a link to the Access Level Definition, that an access card can be used.
- Door Definition - defines entrance points and exit points of the card access system.
- Schedule Definition - defines the times that the doors will remain locked, or unlocked.
- Access Level Definition - defines the access limitations, via a link to the Schedule Definition and a link to the Door Definition.
- Holiday Definition - defines the holiday door schedules.

Access Levels

ALL	Master Access Level - opens all doors at all times
AC001	Access Level 1 (DAY FACULTY) -Restricts access on all doors between 0600 -1800, M -TH, between 0700 -1800 on Friday and between 0900 -1730 on Saturday
AC002	Access Level 2 (EVE FACULTY) - Restricts access on all doors between 1430 -2300, M -TH, between 0700 -1800 on Friday and between 0900 -1730 on Saturday
AC003	Access Level 3 (STAFF) - Restricts access on all doors between 0600 -2300, M -TH, between

0700 -1800 on Friday and between 0900 -1730 on Saturday
AC004 Access Level 4(DEPT. HEADS) - Restricts access on all doors between 0600 - 2300, M - FR,
between 0700 -1800 on Saturday and between 0900 -1800 on Sunday

Crime Prevention

The cooperation and involvement of students, faculty and staff is necessary in the prevention of crime. All individuals must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. Crime prevention largely depends on following sound safety practices as well as recognizing and immediately reporting all suspicious or criminal activity. Crime prevention and awareness is everyone's responsibility. Lighting and locks represent the first line strategy to preventing crime. All faculty and staff are urged to lock their workspace when left unattended. Although the Maintenance Department conducts daily evaluations of lighting, faculty, staff and students are encouraged to report faulty lighting.

Additionally, there are some employees who patrol the campus and parking lot. These employees are not police officers and do not have the authority to detain or arrest. Their focus on patrol is to observe and detect crimes and threats to the campus and report to responsible officials both on and off campus, thereby preventing crime and protecting the college, and all students on our campus. No community can expect to eliminate crime, but the College is strongly committed to providing resources that promote personal safety, and a safe environment.

Personal Safety

To increase your awareness of the importance of safety and security on our campus we have provided a few safety tips. We hope every person on this campus will take their safety seriously because their actions may affect others and not just themselves.

- Keep your door locked when you leave your office for any length of time. Accounting and FA offices that contain money must lock their office door each time they leave the office. Keep handbags or other valuable items locked in your desk or file cabinets.
- Keep your keys safe. Don't lend your keys to anyone. Don't leave your keys or ID card lying around your work place. Don't let anyone use a key you have been entrusted with. If your key is lost or stolen, report it to the Property Manager immediately.
- Every guest of the College must have an identification name tag before being allowed on Campus. If you see anyone who is not a student or employee and they do not have a name tag, alert the front desk immediately.

Guard Yourself

- When walking on campus during the day but especially at night, use well-traveled, open routes to get to your destination.
- Walk assertively, without day-dreaming, and be alert to everything around you.
- Don't carry too many bulky packages.
- At night, never walk alone unless absolutely necessary. Wait in a well-lighted place if someone is meeting you. (Contact Campus Safety for an on-campus escort.)
- Have your car keys in your hand before leaving the building. Get into your vehicle quickly and lock your doors immediately. Caution: If you see someone loitering around your vehicle, leave and call for

assistance before approaching.

- Lock building doors. Do not prop open outside building doors that are supposed to remain locked.
- On the street Police advise saying "No" to requests for money from strangers and avoid confrontation by not saying or doing anything to provoke further conversation.
- If you feel threatened, try to avoid the danger by getting away from it quickly.
- If threatened, scream loudly for help, "Call the Police!"

Guard Your Belongings

- Engrave your name on valuables such as iPods, iPads, calculators, and private computer equipment.
- Password protect your cell phone - especially your smart phone.
- In the office, always store your handbags and wallets in locked cabinets or drawers even while you are in the room. Don't make it easy for strangers to walk into an office and leave with your property seconds later.
- In the classroom, LRC, Student Lounge or Food Court keep your backpacks, handbags, or other valuables with you at all times.
- Keep your keys with you, not in a desk drawer, or coat pocket. Don't put your name and address on the key ring, and don't loan your keys to others.
- Keep personal items with you at all times or locked away.
- Make sure your purse is closed or your wallet does not protrude from your pocket.
- Police advise that if you must carry a large amount of cash, separate it from your purse or wallet and carry it in an inside or hidden pocket.

Guard your Vehicles

- Bicycles - use a case hardened U-bolt locking device. Kryptonite locks are recommended over chains and cables. If you use cables, wind it through the frame and both wheels and then around a fixed object or bike stand.
- Motorbikes - use a case-hardened chain at least 3/8" thick and sturdy padlock to secure your motorbike.
- Cars - close all windows and sun roof, lock doors and remove your key from the ignition when leaving it parked on campus. Visible steering wheel locks prevent the steering wheel from being turned.
- Never hide a second set of key in your vehicle. Thieves know all the hiding places.
- Never leave your car running while unattended, even if you will only be gone for a minute.
- Don't leave valuable items in plain view. Items left out in the open attract thieves.
- Don't leave important documents such as a bank statements, credit card bills/statements or other personal information in your vehicle. Thieves can use this information to steal your identity and have access your bank and credit card accounts.

Theft Prevention

- Report broken locks, windows or lights to the Property Manager.
- Keep money and jewelry in a safe place, out of sight.
- Don't carry a large amount of cash with you and don't flash money in public.
- Don't keep valuables in an unattended backpack.
- Respect and ensure the integrity of door locks. Do not prop open, you not only place your personal safety and valuables in jeopardy, but that of your fellow students and co-workers.
- Inventory and engrave your valuables. This will make recovery easier and makes it easy to prove

ownership.

- Always remove the keys from your car and lock it. If you have valuables in your car, place them in the trunk or out of public view. When returning to your car, have your keys in hand and check the backseat and under the car for intruders before you get in. Once inside, re-lock your doors. Don't put your name address or phone number on key rings.

General Tips

- Report harassing/obscene/ or frequent hang-up calls.
- Fire alarms are not an unusual occurrence on campus but you must evacuate a building upon the sounding of the alarm. Treat any alarm as an actual fire. If you are the cause of the alarm, locate the responding officers outside the building and relay the information to them.
- If you drive, don't drink. We don't want to lose you or see anyone hurt or killed. If you are a first time offender with a clean record and are convicted, besides jail time, count on spending a large sum of money, not to mention insurance surcharges.
- Use a crosswalk if there is one within three hundred feet of you (it's a law). Approximately 20% of all motor vehicle related fatalities were pedestrian versus a motor vehicle with approximately 2,000 pedestrians being injured. The most frequent cause of these accidents is pedestrian error. Drivers are required to yield at intersections without traffic lights to pedestrians within a marked crosswalk within the immediate path of travel; not to pedestrians at the curb, not to pedestrians approaching the crosswalk, not even to pedestrians in the crosswalk in the on-coming lane. Stop at the corner, or curb. Look left, right, left again, and if it is clear, begin to cross. Continue checking traffic in all directions, making eye contact with drivers to ensure that they see you. Always use sidewalks. In areas without sidewalks walk on the left side of the road facing traffic. Watch for cars backing out of spaces and driveways. Limit alcohol consumption when walking and wear retro-reflective stripes on your clothing and shoes if you are walking or jogging at night.
- Don't talk on a cell phone, email or text while you are driving. Thousands of people are killed every year because of their inattention due to the use of hand held devices while driving.
- Watch for suspicious behavior. Contact the Property and Facility Manager if you see or hear suspicious or strange vehicles or people, screaming, shattering glass, or loud, unusual noises.
- Be aware and be alert. You can prevent criminal opportunity. Take responsibility for your own protection and that of your neighbors.

If you have any information about a crime or you know who is responsible, contact Ivan Acosta, Property Manager or Brenda Knox, HR Director. Your information will be documented and your name will be kept confidential.

Counseling

Informational counseling, literature, material and referral services are available to students about crime preventions, campus security, alcohol/drug abuse and many other matters. Please contact the Admissions Department at CCC 610-0027 for more information.

Alcohol & Drugs

The College prohibits the use or possession of alcohol on campus property and expects members of the College community to abide by federal, state, and local regulations concerning the possession and use,

purchase, and distribution of alcohol. The College Drug & Alcohol Policy, local, state and federal laws prohibit the unlawful manufacture, sale, distribution, dispensing, possession, or use of alcohol or illegal drugs, or the unauthorized use of prescription drugs. Oklahoma State law prohibits anyone under the age of 21 from possessing alcohol if they intend to consume it. The law makes no distinction between consumption in public versus private areas. The college does not protect students (who are regarded as adults), faculty, or staff from these laws. Because intoxication implies consumption, violator's on campus may be referred to the Administration for disciplinary actions. Violators may also be referred for disciplinary actions if their intoxication generates disorder, creates a disturbance, damages property or presents a danger to themselves and/or others. Furthermore, the College expects all actions within the college to be respectful of the rights of others and to contribute to an environment conducive to education and personal growth.

Health & Behavior Risks

The negative physical and mental effects of the abuse of alcohol are well documented. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including sexual violence and spouse and child abuse. Moderate to high doses of alcohol can cause marked impairment, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, such lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large amounts of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

The use of drugs can lead to changes in personality and behavior including depression and over activity, mood swings, and a general lack of motivation. For narcotics such as heroin, the physical and mental effects include euphoria, drowsiness, and respiratory depression. For stimulants such as cocaine and methamphetamines, the effects include an increase in pulse rate and blood pressure, insomnia, and loss of appetite. LSD and other hallucinogens produce illusions and hallucinations. With all of these drugs, overdose or accidental overdose cause death.

If you think it is safe to engage in "recreational" drug use or "social" drinking, you could be dead wrong. Too often, students don't realize the tragic effects of alcohol and other drug use until it's too late. The fact is that drugs and alcohol are toxic to your body and if abused can have catastrophic consequences on your health. Some drugs, such as crack, are so toxic that even one experimental use can be fatal. When it comes to drugs and alcohol, what you don't know cannot only hurt you, it can kill you.

For help with alcohol and or other drug problem, contact Dr. Kevin Kirk, or Brenda Knox, HR Director.

Alcohol Awareness

In Oklahoma, it is illegal for anyone under the age of 21 to purchase or possess alcohol. It is illegal for anyone to present false evidence of age to purchase any alcoholic beverage. It is illegal to sell or give away alcoholic beverages to a person who is, actually or apparently, under 21 or intoxicated. Oklahoma has drunk driving laws which stipulate major penalties for operating motor vehicles under the influence of alcohol. Nationwide,

and in Oklahoma, any driver with an alcohol level greater than 0.15 will have their license suspended for 90 days and greater than to 0.2 will have their license revoked for one year. After the one year, only a restricted license will be issued. Other penalties include hefty fines and up to one year in prison. Any person under age 21 years of age who transports or carries alcoholic beverages are guilty of violating the state law and is subject to monetary fines.

A police officer may arrest such a person without a warrant. A host of a party may be liable to the injured third person even if the minor was not intoxicated when the host served the minor alcohol.

The college cautions everyone about the dangers of drinking and driving. Avoiding this combination could save your life and the lives of your friends or others on the road; as well as help you to avoid possible prosecution. The college reaffirms the right of individuals to choose not to drink alcoholic beverages, and the right to be socially supported by the college community in that choice.

Illegal Drugs

The College is committed to the development and maintenance of a drug-free environment and, in accordance with the Drug Free Workplace Act, will not tolerate the unlawful possession and use of drugs on its premises. Members of the community charged with violations of the standards of conduct are subject to disciplinary action through the established disciplinary procedures of the college. When violations are determined to have occurred, the College will impose disciplinary sanctions on students and employees consistent with local, state, and federal law. Common examples of controlled substances, as defined by law include cocaine, marijuana, amphetamines, methamphetamines, LSD, and other hallucinations. Federal law makes the distribution of drugs to persons under age 21 punishable by twice the normal penalty with a mandatory prison sentence. If death or serious injury results from use of the substance, the prison sentence could be lengthened. Possession of drugs without valid authorization is illegal. Under federal and state laws, penalties for possession, manufacture, or distribution are greater for second and subsequent convictions.

Persons convicted of drug possession under state and federal laws are ineligible for federal student grants and loans for five years following the first conviction, ten years after the second, and permanently after the third conviction. In general, narcotic, addictive, and drugs with greater potential for abuse carry higher penalties. Anyone in the presence of heroin at a private party risks a serious drug conviction. In addition, the sale or possession of drug paraphernalia is illegal. For more information, please refer to the Student/Employee Drug & Alcohol Testing Policy

Sexual Harassment/Sexual Assault

The College is committed to creating and maintaining an environment that promotes responsibility, dignity, and respect in matters of sexual conduct. To fulfill this commitment, the College seeks to maintain an environment in which all students can pursue their education free of sexual assault/sexual misconduct including acquaintance or date rape.

The College is dedicated to preventing sexual assault and sexual misconduct by providing an education and prevention program informing the community about the risks and myths that contribute to sexual assault and sexual misconduct; providing assistance and support including procedures sensitive to a person who has experienced sexual assault or sexual misconduct; and by providing a process for investigation and adjudication that includes appropriate disciplinary sanctions for those who commit sexual misconduct.

Sexual assault or sexual misconduct committed by students, whether on or off campus, is prohibited and will not be tolerated. The College urges people who have been the victim of sexual assault to pursue criminal charges against the person or persons they believe to have committed the crime. A student who has been the victim of sexual assault or sexual misconduct involving another student is also urged to make a disciplinary complaint to the office of the President or Human Resources. A criminal charge and a disciplinary complaint may be pursued at the same time. Retaliation against a person, who reports a crime, brings a complaint, pursues legal action, or who participates in an investigation or is a witness in any proceeding is prohibited and will not be tolerated.

Prohibited Offenses

The following list outlines a few of the many kinds of behavior that fit within the definition of sexual harassment. These behaviors include, but are not limited to:

- sexual assault
- threats or insinuations that lead the victim to reasonably believe granting or denying sexual favors will affect her or his reputation, education, employment, advancement, or standing within the College
- sexual advances, sexual propositions, or sexual demands that are not agreeable to both parties
- unwelcome and persistent sexually explicit statements, vulgar language or stories that are not legitimately related to employment duties, course content, research, or other College programs or activities
- using sexually degrading words, sounds, or gestures to describe a person
- unwanted and unnecessary touching, patting, hugging, or other physical contact
- recurring comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual behavior
- The above list applies to any pictures or other content sent electronically through a company computer/ipad that is sexual in nature. See Network Internet Access Policy/ Email Usage Policy and Social Media Policy.

Behavior of a sexual nature that is not sexual harassment may nonetheless be unprofessional in the workplace or disruptive in the classroom and, like other unprofessional or disruptive behavior could warrant discipline.

Definition of Sexual offenses

Sex Offenses-Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of

his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses-Non-Forcible

Unlawful, non-forcible sexual intercourse.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sexual Consent

Sexual activity requires consent, which is defined as clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and individuals are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent.

Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

Violence Against Women Reauthorization Act

(VAWA) provision imposes new reporting requirements. The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the categories.

- **Domestic Violence** – includes asserted violent misdemeanor and felony offenses committed by the

victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

- **Dating Violence** – means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was a such a relationship will be gauged by its length, type, and frequency of interaction.
- **Stalking** – means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others safety, or to suffer substantial emotional distress.

Reporting an Assault

The college encourages a student to report a situation in which he or she believes a sexual assault occurred in order to ensure that appropriate support and resources are provided. It is also important that a sexual assault survivor consider contacting Campus Administration immediately (before showering, washing clothing, etc.) so as to preserve evidence for the proof of a criminal offense. Any information regarding a sexual assault on or off the campus can be reported to the office of the President Dr. Kevin Kirk, Human Resources Director Brenda Knox, Campus Security or Property Manager Ivan Acosta. Administration will gather information that does not identify the survivor, but which must be reported through the Jeanne Clery Act.

A thorough investigation will be conducted by those who are trained to protect the safety of the victims and promote accountability. The appropriate law enforcement agencies will be involved if deemed necessary.

An incident report will be filed. Disciplinary procedures will be determined by the President, Human Resources Director and or CEO.

The accuser and the accused are entitle to the same opportunities to have others present during any disciplinary proceeding, inducing the opportunity to be accompanied to any related meeting or proceeding by Administration.

The accuser and the accused will be notified simultaneously in writing of the outcome of the proceeding, appeal procedures or any change to the result before it becomes final.

Any student who has been a victim of a sexual assault can be referred to a professional in the community who can provide assistance with emotional and medical health concerns or legal issues.

Bystander Intervention

Bystander Intervention is a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. **Be an intervener!** Intervention by third parties is often the key to stopping violence and sexual assaults against anyone. Often people don't intervene because they may assume the situation isn't a problem, or feel it is none of their business. They may assume that someone else will do something, or believe that other people weren't bothered by the problem. In some cases, a person might feel their personal safety is at risk. Unfortunately, fear, complacency, the desire not to get involved in disputes of others or the lack of courage can result in tragedy."

Tips for Intervening

In a situation potentially involving sexual assault, relationship violence, or stalking:

- Approach everyone as a friend
- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary
- Keep yourself safe
- If things get out of hand or become too serious, contact the police

Recognition of Signs of Abusive Behavior

Because relationships exist on a spectrum, it can be hard to tell when a behavior crosses the line from healthy to unhealthy or even abusive. Here are some warning signs of abuse:

- Checking your cell phone or email without permission
- Constantly putting you down
- Extreme jealousy or insecurity
- Explosive temper
- Isolating you from family or friends
- Making false accusations
- Mood swings
- Physically hurting you in any way
- Possessiveness
- Telling you what to do
- Repeatedly pressuring you to have sex

Ongoing Prevention and Awareness

The college offers annual in-services for all employees on Sexual Harassment which include the guidelines set forth by the Department of Education on the Violence Against Women's Act. These in-services will be conducted by the Company's Employee Assistance Program.

The Human Resources Department offers literature for all students, faculty, and staff on sexual harassment. Resources include the recommendation of services offered by the following organizations.

- Oklahoma Safeline - 1-800-522-7233 (SAFE)
- National Domestic Violence Hotline - 1-800-799-7233 (SAFE)
- Rape, Abuse & Incest National Network Hotline - 1-800-656-4673 (HOPE)
- Communication Services for the Deaf -1-800-252-1017 (TTY)/ 1-866-845-7445 (Voice)
- Oklahoma Coalition Against Domestic Violence & Sexual Assault (M-F/9-5) Referrals 405-524-0700

Active Shooter Employee Training

The College offers a course that was developed by the US Department of Homeland Security as an independent course to provide guidance on how to prepare for and respond to an active shooter crisis situation. In line with our commitment to provide a safe and secure environment for our students, faculty, staff and visitors we are requiring all employees to complete the course within one month of date of hire.

Bomb Threats

In the recent years, there has been an increase across the country of bomb threats that have mainly proved to

be hoaxes. However, they are treated seriously and must receive the appropriate response and investigation. Such calls divert vital public safety personnel away from their important work and naturally cause fear and anxiety where they occur. Penalties for those who commit such acts have increased.

Should you receive a telephone threat, try and remain calm. A calm response to a bomb threat call could result in obtaining important additional information. It is always better if more than one person listens to a call. Try to alert a nearby co-worker to pick up the extension. The bomb threat caller is the best source of information about the alleged bomb and many times they like to boast about themselves.

Keep the caller on the line as long as possible. Ask them to repeat the message and try to record every word spoken. If the caller does not reveal the location of the alleged bomb or the time of detonation, ask him/her for this information. Ask them why they planted the bomb, how it is constructed and where they are calling from. Pay particular attention to background noises such as motors running, music playing or any noise that may provide clues as to the location of the caller. Listen closely to the voice. Determine if it is male or female, calm or excited. Try to identify accents and make a note of speech patterns or impediments.

Inform the caller that the building is occupied and a bomb could result in death or serious injury to many innocent people. Many times a bomber is merely seeking publicity and will balk when confronted about causing casualties.

Record the exact time of the call and notify the Property Manager and police immediately. Keep written notes of all information gathered. This could be used later in a criminal proceeding.

Exits

In cases of emergency, there are several exits on each floor. It is important to familiarize one's self with these exits. An occasional fire drill will include the use of these emergency exits. An evacuation map is posted in each classroom and other areas throughout the building.

Communications

Important information and emergency notices are communicated via e-mail, via phone mail, through the intercom system, and by contacting the College's main telephone number, (918) 610-0027.

Please share this information with your colleagues, staff, and our students. Sensible precautions, a better understanding of security procedures, and cooperation between the college community and building personnel will go a long way to creating a safer environment to learn, teach, work and serve the public.

College Campus Crime Report

The Campus Crime Report of all three campuses (CCC/CSC/OTC) is published and distributed each year in compliance with the Department of Education's Jeanne Clery Disclosure Campus Crime Report of Campus Security Policy and Campus Crime Statistics Act [20 USC 1092 (f)]. This report should be of particular interest to current and potential to College students, faculty, and staff.

The crime statistics are a combination of incidents that were reported to the management or security officials.

The crime statistics are categorized using the FBI Uniform Crime Reporting definitions. These statistics were compiled during the period of January 1st through December 31st of the years indicated.

Hate crime legislation also requires that institutions report by category of prejudice, any crime it reports that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

Violence Against Women Reauthorization Act (VAWA) provision imposes new reporting requirements that include various criminal offenses, including forcible and non-forcible sex offenses, aggravated assault, domestic violence, dating violence, and stalking to the categories.

Crime Reporting Definitions

Murder and Non-negligent Manslaughter – as a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime.

Negligent Manslaughter – the killing of another person through gross negligence. This offense does not include “Vehicular Manslaughter” which is reportable as “All Other Offenses”.

Sex Offenses / Forcible – any sexual act directed against another person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent.

Sex Offenses / Non-Forcible – acts of unlawful, non-forcible sexual intercourse, and include incest and statutory rape.

Hate Crimes – a crime usually violent, motivated by prejudice or intolerance toward a member of a gender, racial, religious, or social group.

Domestic Violence – includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence – means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was a such a relationship will be gauged by its length, type, and frequency of interaction.

Stalking – means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others safety, or to suffer substantial emotional distress.

Robbery – The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person, or persons, by force or threat of force or violence and/or putting the victim in fear of immediate harm.

Aggravated Assault – An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary – The unlawful entry into a building or other structure with intent to commit a felony or theft.

Arson – To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Motor Vehicle Theft – The taking or attempting to take a motor vehicle. A motor vehicle is a self-propelled vehicle that runs on the surface of land and not on rails.

Liquor Law Violations – The violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Drug Law Violations – The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, and importation of any controlled drug or narcotic substance.

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

Definitions of Categories

For purposes of reporting the statistics with the crimes described below, an institution of higher education shall distinguish, by means of separate categories, any criminal offenses that occur.

- **On Campus** – (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in statement (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). On Campus statistics are the total cumulative offenses committed On Campus and on public property
- **Non-Campus Building or Property** – (1) Any building or property owned or controlled by a student or organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Such building or property would be that of a hosting externship site.
- **Public Property** – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

For Campus Crime Statistics view the links below:

Community Care College Security and Safety Awareness

Clary Sage College Security and Safety Awareness

Oklahoma Technical College Security and Safety Awareness

