



NORTHERN
Oklahoma College
TONKAWA | ENID | STILLWATER

ANNUAL SAFETY AND FIRE REPORT

Tonkawa and Enid

2019



Life changing.

Table of Contents

2019 Annual Security Report-----	2
Reporting Crimes and Emergencies-----	2
Crime Logs and Statistics-----	2
Emergency Response and Evacuation Procedures -----	3
Emergency Response Team Members -----	3
Timely Warnings and Immediate Notifications -----	4
Confidential Reporting -----	5
Access to Campus -----	5
Department Authority -----	5
Policies and Procedures Encouraging Accurate and Prompt Reporting -----	6
Missing Student Notification Procedure -----	6
Crime Prevention Education and Awareness -----	7
Drug and Alcohol Policy-----	8
Definitions -----	8
Health Risks -----	10
Counseling and Rehabilitation Services -----	12
Disciplinary Regulations -----	13
Committee on Student Conduct -----	13
Hearing Procedure -----	14
Temporary Suspension -----	14
Burden of Proof-----	14
Penalties-----	15
Pograming -----	15
Sex Assault, Sexual Harassment, and Sexual Misconduct Policy -----	16
I. Introduction -----	16
II. Offices and Roles -----	16
III. Prohibited Conduct and Definitions -----	17
IV. Policy Coverage -----	21
V. Reporting Sexual Misconduct -----	22
VI. The College's Response Procedure-----	22
VII. Sanctioning -----	24
VIII. Review of the Decision -----	25
IX. Informal Resolution Options -----	26
X. Student Expectations and Rights -----	27
XI. Definitions -----	29
XII. Related Information -----	30
XIII. Annual Reporting -----	30
Employee Sexual Assault, Sexual Harassment and Sexual Misconduct Policy -----	31
Annual Fire Safety Report-----	43
Description of NOC's Fire Detection and Suppression Systems -----	44

2019 Annual Security Report

The Clery Act is a federal law that requires colleges and universities to publish an annual report on safety and security issues. This report contains statistics for the previous three years of reported crimes that occurred on college property owned or controlled by Northern Oklahoma College (NOC). The report also includes institutional policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. The statistics indicate that NOC is an exceptionally safe environment for students as well as employees.

Reporting Crimes and Emergencies

It is important for NOC to provide a safe and secure campus. NOC Security Officers patrol the campus 24 hours a day, 7 days a week. Officers patrol the buildings and parking lots, so expect to see them anywhere at any time. NOC takes great pride in providing security service for our college community, however; security must be everyone's concern and we encourage you to support our campus security in this effort. Report any suspicious behavior to Security, no matter how minor it may appear.

Call Northern Oklahoma College Security if:

- You are the victim of a crime
- You see someone committing a crime
- You need to report an old crime
- Someone is injured
- You see fire or smell smoke
- You see anyone or anything suspicious
- You have knowledge of a chemical spill

To contact security:

- ▶ Security Officer on Duty: Tonkawa 580.628.1947 / Enid 580.977.9448
- ▶ Emergency: 911
- ▶ Student Affairs Office: Tonkawa 580.628.6240 / Enid 580.548.2327

Crime Logs and Statistics

NOC maintains a daily crime log that contains specified information about any Clery Act related crimes that were discovered or reported to the Security Department. The college must make the crime log open to public inspection. The log is maintained by security and is available for review in the Office of Student Affairs. The log includes the nature, date, time, location of each crime and the disposition of the complaint, if known. Crime statistics for the past 3 years are provided at the end of this report.

The NOC Security Department prepares this annual report to ensure that the college community is informed and also to comply with The Clery Act requirements. The report is intended to provide disclosure of college security policy and crime statistics.

The Security Department will make an entry or an addition to an entry to the log within two business days of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim. NOC may withhold information if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation

or the safety of an individual, cause a suspect to flee or evade detection or result in the destruction of evidence. The school must disclose any information withheld, once the adverse effect described in that paragraph is no longer likely to occur

NOC will make the crime log for the most recent 60-day period open to public inspection during normal business hours. The Security Department will make any portion of the log older than 60 days available within two business days of a request for public inspection.

Emergency Response and Evacuation Procedures

In the event of a significant threat to the health or safety of our college community, the NOC Emergency Response Team (ERT) will meet and decide if the event, such as severe weather or an incident on or near campus, is an actual emergency that could be of any danger to the campus, faculty, staff or students. If the event is thought to be an actual emergency, the ERT will immediately notify the campus of the threat and give instructions for response to the threat. The President or an Incident Commander will authorize these emergency notifications. These team members will determine appropriate segment[s] of the campus community to receive a notification, determine the content of the notification and initiate the notification system. NOC will [w/o delay and taking into account the safety of the community] determine the content of the notification, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Guidelines for emergency procedures are posted with evacuation diagrams in all the campus buildings. In addition, these guidelines can be found at <http://northok.publishpath.com/campus-security6>

The NOC Security Department tests emergency response and evacuation procedures on at least an annual basis during drills and other exercises. These drills may include table top exercises and live drills.

Exercises may or may not be announced. For each exercise, NOC will document a description of the exercise, the date, the time and if the exercise was announced or unannounced.

Emergency Response Team Members

For the purpose of communicating emergency information, the following individuals will coordinate their activities and crisis response.

Emergency Response Team – This group on the NOC campus is responsible for the college’s response in a crisis. The team reports to the President and includes:

- President
- VP for Academic Affairs
- VP for Student Affairs
- VP for Financial Affairs
- VP of NOC Enid
- VP of NOC Stillwater
- VP Enrollment Management
- Dean of Students [Tonkawa and Enid]
- Associate Vice President for Physical Plant
- Vice President for Development and Community Relations
- Director of Information Technology

The NOC Emergency Response Team will coordinate with top leadership at the Tonkawa, Enid and Stillwater nursing sites, Oklahoma State University, Enid Public Schools, Pioneer Technology Center, Autry Technology Center, and the City of Tonkawa, City of Enid and City of Stillwater during an event affecting those entities. Emergency Response Communication Team - This group includes the Vice President for Development and Community Relations and their respective team. The VP for Development and Community Relations will be involved in the crisis management response and the message communication to internal and external stakeholders.

Timely Warnings and Immediate Notifications

In an effort to provide timely notification to our campus, and in the event of a crime which may pose a serious on-going threat to our community, the NOC RAVE alert will issue “timely warning” and “immediate notification” crime bulletins to notify members of the community about serious crimes against people that occur on campus. These procedures will expedite communication within the campus, from the campus to the media, and to the public in the event of an emergency or crisis.

NOC will issue a **“Timely Warning”** notice, without releasing confidential information about the victims, whenever a Clery crime is considered to pose a threat to students and employees. These crimes include, Criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, Arrests and referrals for disciplinary actions including liquor law violations, drug law violations and illegal weapons possession. If any Clery crime is determined to be a hate crime, it will be counted as a hate crime as well. If it is determined that larceny-theft, simple assault, intimidation, dating violence, domestic violence, stalking or destruction/damage/vandalism of property are acts of hate crimes, such crimes will be reported as such in the annual crime statistics. Timely warnings will also be issued when a crime poses an ongoing threat to the NOC community. NOC President or their designee shall make the decision as to whether an incident poses an ongoing threat and if a “Timely Warning” advisory is required. NOC is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. In the event of an immediate threat to the health or safety of this campus, NOC will follow its emergency notification procedures.

NOC is not required to issue a timely warning based on the same circumstances; however, NOC must provide adequate follow-up information to the community as needed.

NOC will issue an **“Immediate Notification”** in the event that there is a confirmed significant emergency or dangerous situation involving an immediate threat to campus community (per judgment of the NOC President or their designee), NOC will, without undue delay, and taking into account of safety of the community, determine the content of the notification and initiate the immediate notification system. However, if the NOC Emergency Response Team believes the notification may compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency, the notification may be delayed.

The President or their designee shall provide the VP for Development and Community Relations with specifics of the case for the purpose of drafting the content of the immediate notification. The NOC Emergency Response Team also maintains pre-scripted short messages for a variety of hazards to assist in the timely issuance of immediate notifications. In all cases, Immediate Notifications and Timely Warnings will be sent to NOC staff via campus e-mail.

Northern Oklahoma College also uses a mass text and email notification system, RAVE Alert System. The system is tested on a monthly basis. To sign up to receive these emergency warnings, via text or email, visit www.noc.edu and follow the links to sign up for this service.

Confidential Reporting

NOC Security Department encourages anyone who has witnessed a crime or is a victim of a crime to promptly report the incident to NOC Security. If you are a victim of a crime and do not want to pursue action within the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime in regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for our institution. At this time, NOC does not have a policy in place regarding confidential reporting for pastoral and professional counselors.

Access to Campus

NOC campus buildings and facilities are accessible during normal business hours, Monday – Friday 8 a.m. to 10:00 pm, and limited hours during weekends. NOC security works closely with the Physical Plant to coordinate and maintain building security and key control. Access to facilities after business hours is limited and must be coordinated through NOC Security.

Department Authority

The NOC Security Department consists of security guards, CLEET certified security guards (both armed and unarmed). The Security Department in Tonkawa is located inside the Vineyard Library-Administration building in office 112. The Security Department in Enid is located in Zollars building in office 201E. The Security Departments have jurisdiction over the Northern Oklahoma College campus, dorms, sporting events and agriculture grounds. NOC does not have any off-campus student organizations, however; NOC security works closely with the Tonkawa and Enid Police Department on all investigations taking place on campus, although no formal agreement is in place.

Some services provided by NOC security include but are not limited to:

- ▶ Respond to police, fire, medical and environmental emergencies
- ▶ Investigate criminal reports, traffic accidents, and suspicious activities
- ▶ Assist victims by taking crime reports, doing follow up investigations and referring them to appropriate resources
- ▶ Monitor alarms for intrusion, robbery and environmental hazards
- ▶ Monitor closed circuit cameras located throughout the main campus and student dorms
- ▶ Comply with federal, state and local laws regarding release of information.
- ▶ Assist with sick/injured and other non-criminal activity
- ▶ Provide security services at special events such as sporting activities and school sponsored events
- ▶ Provide security consultations to students and office personnel
- ▶ Present crime prevention and awareness programs
- ▶ Help students who get locked out of residential halls

Policies and Procedures Encouraging Accurate and Prompt Reporting

All faculty, staff, students and visitors are encouraged to report all crimes and security related incidents to the NOC Security Department in a timely manner. By quickly reporting crimes, it will ensure that the crime reported will be included into the annual crime stats and will aid in providing timely warnings to our campus, when appropriate.

NOC Security will protect the confidentiality of victims and other necessary parties. Clery ACT reporting and disclosures will be completed without the inclusion of personally identifying information about the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures. To report a crime or specific activity, please contact Campus Security at 580.628.1947 in Tonkawa or 580.548.2327 in Enid.

If you are unsure what you have witnessed or experienced is a crime, please contact the NOC security department and someone will assist you.

Campus Security Authorities

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

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

The following are individuals who are considered campus security authorities:

- Vice President for Student Affairs
- Dean of Students
- Coordinators of Residence Life
- All Security Guards
- All Residence Life Staff
- Athletic Director
- Head and Assistant Coaches
- Athletic Trainers

Missing Student Notification Procedure

The following policy and procedure has been established to assist in locating students living in the NOC residential hall who, based on the facts and circumstances known to NOC, are determined to be missing.

At the beginning of each academic year, students residing in the residence halls will be informed that NOC

will notify either a parent or an individual selected by the student no later than 24 hours after the time the student is determined to be missing. This information will include the following:

- ▶ Students have the option of identifying an individual to be contacted by NOC no later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Residential Hall Coordinator.
- ▶ If the student is under 18 years of age, and not an emancipated individual, NOC is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- ▶ NOC will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.
- ▶ If NOC Security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, NOC will initiate the emergency contact procedures in accordance with the student's designation.

The following notification procedure will be used for a missing student who resides in the residential hall:

- ▶ Once NOC receives a missing student report via NOC Security, Residential Life Office, or other source, the following offices will be notified:
 - ▶ NOC Security
 - ▶ Vice President for Student Affairs
 - ▶ Dean of Students
- ▶ Any official missing person report relating to this student shall be referred to NOC Security.
- ▶ If NOC Security, after investigating the official report, determines the student has been missing for more than 24 hours, NOC will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

Upon notification from any entity that any student may be missing, NOC may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- ▶ Through the Office of Student Affairs, a Resident Hall Director may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
- ▶ Security may search on campus public locations to find the student [library, cafeteria, etc.].
- ▶ Security may issue an ID picture to assist in identifying the missing student.
- ▶ Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
- ▶ Vehicle registration information may be used for vehicle location and distribution to authorities.
- ▶ Technical support may be asked to look up email logs for last login and use of NOC email.
- ▶ If there is any indication of foul play, the local police department will immediately be contacted for assistance.

Crime Prevention Education and Awareness

Northern Oklahoma College's Security Department along with the Department of Student Affairs stresses importance of crime prevention. Throughout the year, NOC offers literature on crime prevention. Safety and security information are continuously provided to students, staff, and faculty through bulletins, crime alerts and on our website www.noc.edu.

Sexual Assault awareness is a personal safety awareness seminar that is geared towards students on campus and in the community.

Drug and Alcohol Training

The Northern Oklahoma College Office of Student Affairs conducts annual training for students about the wide ranging effects of Drugs and Alcohol use. Topics covered include: Education about various types of illegal drugs and over-the-counter medications; How they affect the user's brain and other physiological systems, both short term and long term effects; Statistics related to increased rate of death, sexual assault and legal involvement among drug and alcohol using college students; Treatment options available on campus, in the local community and nationwide; NOC Policy on drug and alcohol use, possession and distribution as well as State and local laws applicable to drug and alcohol use.

Crime Prevention Seminars

These interactive presentations will be available to students throughout the school year and also available to any group upon request. These programs provide vital information on how to reduce the risk of being the victim of a crime.

Online Student Training

All students are required to take an on-line sexual violence prevention course online. This training is interactive and contains many challenging and interesting real-life situations. In an effort to comply with the Violence Against Women Act and the Office for Civil Rights federal guidelines, ALL students are required to complete this MANDATORY online training.

Drug and Alcohol Policy

PURPOSES—The Drug-Free Workplace Act which was passed by Congress in 1988 requires federal contractors and grantees to certify the contracting agency that they will provide a drug-free workplace. The Drug-Free Schools and Communities Act Amendment of 1989 [Public Law 101-226] requires institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This policy is to amend the Policy Declaring a Drug-Free Workplace, adopted by the Northern Oklahoma College Board of Regents July 13, 1989, in order to comply with the statutory directive, Section 1213. This policy will be reviewed on a biannual bases to determine its effectiveness and implement changes as needed.

DEFINITIONS

Controlled Substance - [per Controlled Substance Act, Section 202, I-V, 21 U.S.C. 812] cocaine, marijuana, opiates, amphetamines and any other controlled substance defined in the Act. Note: Use of alcohol in the workplace, and penalties for such, are covered in employment policies.

Workplace and Campus - Northern Oklahoma College or controlled property or the site for performance of work or instruction.

Prohibited Workplace and Campus Actions - Unlawful manufacture, distribution, dispensation, possession or use of defined controlled substance.

Student - Any person enrolled at Northern Oklahoma College, including seminars, workshops and camps.

Employee - Any person receiving pay through the College payroll system or any volunteer.

Criminal Drug Statute - A federal or nonfederal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

Conviction - A finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by a judicial body determining violations of federal or state criminal drug statutes.

Vice President or Director - Supervisor, Division Chair, Financial Aid Director or Vice President for Student Affairs. Visitor - any person unaffiliated with the College, such as a vendor or community member.

POLICY—As set forth in local, state, and federal laws, and the rules and regulations of the College, Northern Oklahoma College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds or other property owned and/or controlled by the College or as part of College activities. Northern Oklahoma College will conduct biennial reviews of this policy/program to evaluate its effectiveness. The College will implement changes if needed to ensure that disciplinary sanctions are consistently enforced.

INTERNAL SANCTIONS—Any student or employee of the College who has violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the College.

EXTERNAL SANCTIONS—Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines. Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense, a controlled substance and penalties of a less severe nature for simple possession of a controlled substance.

The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If, however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both. Starting July 1, 2000, conviction under federal or state law involving the possession or sale of a controlled substance shall make a student ineligible to receive any grant, loan, or work assistance beginning with the date of conviction and ending as follows: [1] conviction for possession of a controlled substance: first offense - 1 year; second offense - 2 years; third offense - indefinite; [2] sale of a controlled substance: first offense - 2 years; second offense - indefinite. Students may regain eligibility earlier than specified by satisfactorily completing a rehabilitation program or other requirement as specified in the regulations. State law provides similar penalties with regard to the simple

possession, distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties. In addition, the state law, Prevention of Youth Access to Alcohol, became effective July 1, 2006. Minors Consuming and/or In Possession of alcohol or 3.2 beer, the following penalties apply:

- First violation: fines up to \$300 and/or community service not to exceed 30 hours, and mandatory revocation of driver's license for 6 months;
- Second violation: fines up to \$600 and/or community service not to exceed 60 hours, and mandatory revocation of driver's license for 1 year;
- Third violation: fines up to \$900 and/or community service not to exceed 90 hours, and mandatory revocation of driver's license for 2 years;
- All minors who violate this law are subject to drug and alcohol assessment;
- Minors who have not yet received a driver's license will not be allowed to obtain a license for the same amount of time as the license would have been revoked. There are also municipal laws similar to those described above. If drugs are involved the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws. Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record which could prevent you from entering many careers or obtaining certain jobs. Further information regarding these local, state, and federal laws may be found in the Campus Security Office and the Office of Student Affairs where copies are available to students and employees. Students and employees are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

HEALTH RISKS

Alcohol and other drug use represent serious threats to health and quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS and other diseases. Combining drugs may lead to unpredictable effects and many prescription and nonprescription drugs are potentially addictive and dangerous. Major categories of drugs and probable effects follow.

Alcohol is a depressant drug that impairs judgment and coordination, and in many persons causes a greater likelihood of aggressive and/or violent behavior. Even short term use may cause respiratory depression and when consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long term use may lead to irreversible physical and mental impairment, including liver disease, heart disease, cancer, ulcers, gastritis, delirium tremens and pancreatitis. Alcohol interacts negatively with more than 150 medications. Driving while under the influence of alcohol is particularly dangerous and is a major cause of traffic-related deaths.

Cocaine/Crack are powerful central nervous system stimulants that constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure and death. Cocaine is extremely addictive, both psychologically and physically. Great risk exists whether cocaine is ingested by inhalation (snorting), injection or smoking. Compulsive cocaine use may develop even more rapidly if the substance is smoked and smoking crack cocaine can produce particularly aggressive paranoid behavior in users.

Date Rape Drugs (Rohypnol, rophies, roofies, GHB, Ketamine, etc.) may incapacitate a person, particularly when used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate) are characterized as “date rape” drugs because they incapacitate victims, thereby increasing vulnerability to sexual assault and other crime. Sedation, relaxation, and amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures and when combined with methamphetamine, appears to cause an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty in breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors and sweating. Ketamine may induce feelings of near-death experiences.

Ecstasy (X, Adam, MDMA, XTC, etc.) has amphetamine-like and hallucinogenic properties. Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia and even psychotic episodes. Similar difficulties may occur weeks after taking MDMA. Physical symptoms such as increases in heart rate and blood pressure may result from use of such substances. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eyes movement and involuntary teeth clenching.

Hallucinogens (acid, PCP, LSD, psilocybin [mushrooms]) are the most potent mood-changing chemicals and may produce unpredictable effects that may impair coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having taken the drug again. Violence, paranoia, delusions, hallucinations, convulsions, coma, cardiac arrest, and respiratory failure may result from hallucinogen use. Marijuana (pot, grass, hash, cannabis sativa, etc.) impairs memory, attention, coordination and learning. Long-term effects of smoking marijuana include problems with memory, learning, distorted perception, difficulty in thinking and problem solving, loss of coordination, increased heart rate, anxiety and panic attacks. Persons who smoke marijuana regularly may have many of the same respiratory problems as tobacco smokers, including daily cough and phlegm, chronic bronchitis and more frequent chest colds. Because users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.

Narcotics (heroin, opium, morphine, codeine, pain medication [Demerol, Percodan, Lortab, etc.]) may produce temporary euphoria followed by depression, drowsiness, cognitive impairment and vomiting. Narcotic use may cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly. Using contaminated syringes to inject drugs may result in contracting HIV and other infectious diseases such as hepatitis.

Nicotine (tobacco, cigarettes, cigars, chewing tobacco, nicotine chewing gum and patches) is highly addictive and, according to the Surgeon General, a major cause of stroke and is the third leading cause of death in the United States. Over time, higher levels of nicotine must be consumed in order to achieve the same effect. Nicotine consumption results in central nervous system sedation and, after initial activation, may cause drowsiness and depression. If women smoke cigarettes and also take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than other smokers. Pregnant women who smoke cigarettes run an increased risk of having stillborn or premature infants or infants with low birth weight.

Sedative-hypnotics [depressants, Quaaludes, Valium, Xanax, etc.] depress central nervous, cardiovascular, and respiratory functions. Sedative-hypnotic use may lower blood pressure, slow reactions and distort reality. Convulsions, coma, and death are outcomes associated with sedative-hypnotic use. Consuming sedative-hypnotics with alcohol or 3.2 beer is especially dangerous.

Steroids [anabolic-androgenic] may permanently damage liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention and hypertension. In men, steroids may cause shrinking of testicles, reduced sperm count, infertility, baldness, breast development and increased risk for prostate cancer. In women, steroid use may cause growth of facial hair, male-pattern baldness, menstrual changes, enlarged clitoris and deepened voice.

Stimulants [amphetamine, methamphetamine, speed, crystal, crank, Ritalin, caffeine, various over-the-counter stimulants and diet aids] are powerful central nervous system stimulants that may increase agitation, physical activity, and anxiety. Stimulants may decrease appetite, dilate pupils and cause sleeplessness. Dizziness, higher blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions and death due to stroke or heart failure may also result from use. Reference: National Institute on Drug Abuse, National Institutes of Health Additional information about health risks associated with alcohol and other drug use may be available from the following sources.

Note: In June 2018, State Question 788 became law in Oklahoma. This state question was an initiative to legalize medical marijuana. Despite passage of State Question 788, the use, possession, sale, or distribution of marijuana [including medical marijuana, edibles, and products containing marijuana] on any college-owned or controlled property or at any college event remains illegal pursuant to the Controlled Substances Act, the Drug Free Schools and Communities Act, and the Drug Free Workplace Act, and against Northern Oklahoma College policy. You may not bring marijuana on any college property or to any college event, or smoke or consume marijuana or any product containing marijuana on any college property or at any college event, and you may not come to class or work under the influence of any illegal substance, including marijuana. Even though medical marijuana is now legal under Oklahoma law, it remains illegal under federal law. As a recipient of federal funding, Northern Oklahoma College must abide by federal law, which prohibits the unlawful manufacture, distribution, possession, and use of illegal drugs, including medical marijuana. Regardless of having a license for medical marijuana, its use on campus or at college events is strictly prohibited and violation of Northern Oklahoma College policy regarding controlled substances such as marijuana may result in disciplinary action.

COUNSELING & REHABILITATION SERVICES

Outside sources available to Northern Oklahoma College students are as follows: The Office of Student Affairs may be contacted for preliminary counsel and advice regarding chemical dependency problems and referral to approved chemical dependence treatment agencies. Students will be referred to appropriate agencies. Appointments are confidential. Northern Oklahoma College students that attend Stillwater have access to Oklahoma State University Counseling Services.

Reach Out Hotline (800) 522-9054 Statewide [Oklahoma]

Area drug and alcohol programs may be available at the following locations:

Edwin Fair Mental Health Centers

Hours: All sites are open 8 am to 5 pm Monday-Friday. Hours may vary in smaller centers. Convenient evening hours are available upon request. After hours call 800.566.1343.

Kay County

Administrative Office, Outpatient Clinic, Systems of Care 1500 N. 6th St., Ponca City, OK 74601; 580.762.7651

Garfield County

Chisholm Trail Systems of Care, 702 N. Grand, PO Box 152, Enid, OK 73072; 580.234.3791

Grant County

Systems of Care, 158 E. Sunset, Medford, OK 73759; 580.395.3142

Noble County Systems of Care, 102 E. Fir, Perry, OK 73077; 580.336.5200

Osage County

Outpatient Clinic, Systems of Care, 124 E. 6th St, Pawhuska, OK 74056; 918.287.1175

Payne

Outpatient Clinic, Systems of Care, 800 E. 6th St., Suite B, Stillwater, OK 74074; 405.372.1250

Other agencies available for reference/inpatient/outpatient care and treatment:

Bridgeway, 620 W. Grand, Ponca City, OK 74601; 580.762.1462; Toll Free 877.762.1462 Fax 580.765.7299

Community Alcoholism Services, 600 Denver St., Pawnee, OK 74058; 918.762.3686

Integris Bass Behavioral Health 2216 S. Van Buren, Enid, OK 73703 580.234.2220

Turning Point Alcohol and Drug Center, 622 SE Frank Phillips Blvd., Bartlesville, OK 74003; 918.336.1188

Wheatland Mental Health Center, 702 N. Grand, Enid, OK 73701; 580.242.3638

DISCIPLINARY REGULATIONS

The following constitute the disciplinary regulations of Northern Oklahoma College and the related administrative procedures. Students who are enrolled in the College are subject to the rules and regulations of the institution. The aim of education is the intellectual, personal, social and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and a respect for the rights of all individuals.

Violators of the student code of conduct may be accountable to both civil and criminal authorities and to the College for acts of misconduct. At the discretion of College officials, disciplinary action at the College may proceed before, during, or after other proceedings. Sanctions may be imposed for acts of misconduct that occur on College property, or at any College-sponsored activity. As further outlined in these rules, off-grounds conduct may also be subject to discipline. With respect to student organizations, and their members, College jurisdiction extends to premises used or controlled by the organizations on- or off campus.

COMMITTEE ON STUDENT CONDUCT

Students and/or student organizations alleged to have violated the Student Code of Conduct for which a finding of "responsible" could result in suspension or expulsion from the College are normally accorded a hearing with the College's Committee on Student Conduct.

The Committee will be composed of six [6] members: two [2] students, and three [3] faculty or staff members. The Dean of Students is designated the chairperson and presides over the hearing.

HEARING PROCEDURE

During the hearing, only the Dean of Students and the student are allowed to speak in regard to the charges, present evidence or examine and cross-examine witnesses. The hearing is private and is open only to the student; the student's chosen advisor [at the discretion of the student], any witnesses, and college officials. The accused student's advisor may counsel the student but may not speak on behalf of the student or address the panel. If a student chooses to have an advisor present, the student must notify the Dean in writing of the name, address and telephone number of the advisor three (3) days prior to the scheduled date of the hearing. The committee hearing will use the following procedure:

- Opening statement by the College.
- Opening statement by the student.
- Presentation of witnesses and evidence by the College.
- Presentation of witnesses and evidence by the student.
- Rebuttal evidence, if any.
- Closing statement by the College.
- Closing statement by the student.

At the conclusion of the hearing, the Hearing Committee will deliberate in private. It will determine, by majority vote, whether or not the evidence as presented proved by a preponderance of the evidence that a violation[s] of the Code by the accused student did occur and, if so, a recommendation for appropriate disciplinary sanction[s]. The Committee's findings and recommendations will be presented to the Vice President for Student Affairs.

Upon receipt of the recommendation for the Committee, the Vice President for Student Affairs will review and render a final decision. The student will be informed in writing of the decision within three (3) working days from the receipt of the recommendation from the Committee.

No student or advisor has the right to speak or behave discourteously or disrespectfully to any person involved in the hearing. Breaches of common courtesy or respect by a party in a hearing may result in limitation of the offending party's right to any further involvement in the hearing and disposition of the case.

TEMPORARY SUSPENSION

When a student's actions are judged by the Vice President for Student Affairs or the Dean of Students to represent a danger to the student or others, or when the student's actions or conduct disrupts the academic environment or threatens to prevent the college from fulfilling its academic mission, a student may be temporarily suspended pending a formal hearing.

BURDEN OF PROOF

A preponderance of the evidence is used in the evaluation of student disciplinary cases. The criminal law burden of "beyond a reasonable doubt" is not applicable to the designated procedures. Should charges against the student also constitute violations of criminal law, the findings of a disciplinary panel of the College should not be viewed as meeting the standards.

PENALTIES

The Dean of Students [Tonkawa and Enid] and Conduct Officer [Stillwater] will serve as the College's primary disciplinary officers. Penalties for violation of College regulations may include one or a combination of the following:

Formal [written] or informal [oral] warning and reprimands.

Citation System: Certain minor violations may, at the discretion of the Dean of Students, be removed from the formal hearing process and handled via a citation/fine system. However, the Dean of Students reserves the right to take administrative action in cases of major violations which may result in the suspension or expulsion of a student. In such cases, the Dean will make a recommendation to the Vice President for Academic Affairs or Vice President for Student Affairs for a formal hearing with the Committee on Student Conduct. The following list represents prohibited conducts and corresponding fines:

Alcohol violation -----	\$100 and probation- 1st offense
	\$200 and possible removal from housing- 2nd offense
Drug Violation -----	\$100 and removal from housing - 1st offense
	referral to law enforcement

Subsequent offenses will result in doubling and tripling of the fine. Some offenses warrant removal from the campus on the first offense.

All students will be required to complete online alcohol and drug abuse training who violate this policy.

Conduct probation. When a student is placed on conduct probation, the Vice President for Academic Affairs is notified. A second violation means that disciplinary action will be based on both charges. A student who is on indefinite conduct probation may petition to be removed from probation status no sooner than one [1] calendar year from the date placed on probation. Record of conduct probation is kept in the student's personal folder.

Suspension. A student may be suspended for a definite or indefinite period. Readmission to the college can be granted only by action of the Committee on Student Conduct or by special intervention of the President. A student who is suspended for reasons of conduct may apply for readmission no sooner than six [6] months from the date of suspension. Suspension is recorded on the transcript. Short-term suspensions of one [1] to five [5] academic days may be imposed by the Vice President for Student Affairs pending further investigation and/or a decision about an appropriate penalty to assess.

Expulsion. When a student is expelled, a record of this action is made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will normally not be allowed to reenter the College.

PROGRAMING

Northern Oklahoma College recognizes its responsibility to promote a productive and healthy environment. This responsibility demands implementation of programs and services to facilitate that effort. The college is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. In order to meet these obligations, Northern Oklahoma College:

- Requires all students and employees to abide by the terms of this policy as a condition of an initial and continued enrollment or employment.

- Provides online alcohol and drug abuse training to students in freshman orientation.
- Provides students residing in campus housing with information about college drug and alcohol policies as part the schools back to school days.
- Provides student-athletes with specific information about the drug and alcohol policy in the Student Athlete Handbook. The college also conducts random drug tests for student-athletes.
- Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state and federal laws as well as college policies set forth within this policy, the employee handbook, and the Student Code of Conduct. Northern Oklahoma College policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of any college-sponsored activities.
- Provides students with the opportunity to participate in student activities outside the classroom

Sex Assault, Sexual Harassment, and Sexual Misconduct Policy

i. Introduction

Northern Oklahoma College values civility, dignity, diversity, education, equality, freedom, honesty, and safety, as described in the “Student Code of Conduct” ([College Catalog](#)) and is firmly committed to maintaining a campus environment free from sexual assault, harassment, and misconduct collectively referred to in this policy as sexual misconduct.

Sexual misconduct jeopardizes the mental, physical, and emotional welfare of our students and the safety of our community. Sexual misconduct diminishes students’ individual dignities and impedes their access to educational, social, and employment opportunities. It may cause lasting physical and psychological harm. Sexual misconduct violates our institutional values, and its presence in the community presents a barrier to fulfilling NOC’s scholarly, educational, and service missions. Sexual misconduct, therefore, will not be tolerated at Northern Oklahoma College and is expressly prohibited.

This policy provides information regarding NOC’s prevention and educational efforts related to sexual misconduct by students. The policy also explains how NOC will proceed once it is made aware of possible student sexual misconduct in keeping with our institutional values and to meet our legal obligations under Title IX and other applicable law.

II. Offices and Roles

The Title IX Coordinator is responsible for ensuring Title IX compliance across the College. The Title IX Coordinator manages coordination between all relevant college offices to ensure a fair, thorough, timely, and appropriate response to reported concerns of sexual misconduct. Any questions regarding sexual assault or harassment and Title IX in general may be directed to the Title IX Coordinator.

Jason Johnson
 Vice President of Student Affairs
 Northern Oklahoma College
 1220 East Grand Ave
 Tonkawa, OK 74653
 580.628.6240
jason.johnson@noc.edu

The Dean of Students provides direct support to students who are involved in the review of possible sexual misconduct reported under this policy. The Dean of Students also coordinates interim separation issues when necessary.

Ryan Paul
Dean of Students
Northern Oklahoma College
1220 East Grand Ave
Tonkawa, OK 74653
580.628.6240
ryan.paul@noc.edu

The Security Office provides direct support to faculty, staff, and students in reporting sexual misconduct, and if necessary, assists the local police department in conducting the investigation of the alleged misconduct.

Ryan Paul
Dean of Students - NOC Tonkawa
1220 E. Grand Ave.
Tonkawa, OK 74653
580.628.6240
ryan.paul@noc.edu

iii. Prohibited Conduct and Definitions

The College expects all members of the NOC community to conduct themselves in a manner consistent with the NOC mission statement, as described in the Student Code of Conduct, and the Employee Handbook. Northern Oklahoma College prohibits sexual assault, sexual harassment, and any other sexual misconduct.

A. Definitions of Prohibited Conduct

Sexual Assault: Sexual assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use of or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated.

Sexual assault includes the following acts:

- Attempted or actual penetrations.
- Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, with another person.

All Other Forms of Non-Consensual Sexual Contact

Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include, but is not limited to, kissing or touching the private parts of another or causing the other to touch the harasser's private parts.

Consent and related terms are defined in part B of this section.

Sexual Exploitation: Sexual exploitation is an act or omission to act that involves taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for his or her own advantage or to benefit or advantage anyone other than the Complainant.

Examples of sexual exploitation include but are not limited to the following:

- ▶ Creating a picture[s], movie[s], webcam, tape recording[s], graphic written narrative[s], or other means of memorializing sexual behavior or a state of undress of another person without the other person's knowledge and consent;
- ▶ Sharing items described in the paragraph above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only;
- ▶ Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge and consent of that person;
- ▶ "Peeping Tom" or voyeuristic behaviors;
- ▶ Engaging in sexual behavior with knowledge of an illness or disease [HIV or STD] that could be transmitted by that behavior without full and appropriate disclosure to the partner[s] of all health and safety concerns;
- ▶ Engaging in or attempting to engage others in "escort services" or "dating services" which include or encourage in any way sexual behavior in exchange for money;
- ▶ Intentionally, knowingly, or covertly providing drugs or alcohol to a person for the purpose of sexual exploitation; or
- ▶ Exposing another person to pornographic material without the person's advance knowledge or consent.

Stalking: Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other 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. This includes cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or make unwelcome contact with another person.

Sexual Harassment: Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature where:

- ▶ Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- ▶ Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or
- ▶ Such conduct has the purpose or effect of:
 - ▶ Unreasonably interfering with an individual's academic or professional performance; or
 - ▶ Creating an intimidating, hostile, or demeaning employment or educational environment.

A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

Examples of potentially sexually harassing behaviors include, but are not limited to, the following:

- ▶ Unwelcome sexual advances, sexual innuendo, or requests for sexual favors in person, by phone, by electronic message or photo, written words or images such as graffiti, and social media postings;
- ▶ Unwelcome behavior of a sexual nature by a faculty member, coach, or other staff person directed towards a student, a colleague, or other community member;

- ▶ A person in a position of authority [such as a faculty member, coach, supervisor] suggesting that an educational or employment benefit will result from submission to some unwelcome behavior of a sexual nature or will be denied for refusal to engage in sexual activity;
- ▶ Repeated sexual remarks, offensive stories, remarks about sexual activity or experiences, sexual innuendoes or other suggestive comments that are unwanted and unwelcome by another;
- ▶ Displaying or showing pictures, cartoons, and other printed materials of a sexual nature in the workplace or in an educational setting where there is insufficient academic relevance; or
- ▶ Exposing the private parts of one's body to another person or in public forums.

Intimate Partner Violence: Intimate partner violence is also sometimes known as and includes dating violence or domestic violence.

Dating Violence: Dating violence includes violence committed by a person:

- ▶ Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
- ▶ Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - ▶ The length of the relationship;
 - ▶ The type of relationship; and
 - ▶ The frequency of interaction between the persons involved in the relationship.

Domestic Violence: Domestic violence crimes in Oklahoma are crimes of assault or assault and battery committed against a victim who is a current or former spouse of the offender, spouse of the offender's former spouse, family member of the offender (by blood or marriage), foster parent of the offender, person the offender is dating or dated in the past, person the offender lives with or lived with previously, or person with whom the offender has a child.

The College recognizes that sexual assault, sexual exploitation, sexual harassment, stalking, and retaliation may all be forms of intimate partner violence when committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. In general, intimate partner violence includes physically, sexually, and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threatens violence. Intimate partner violence also occurs when one partner attempts to maintain power and control over the other through one or more forms of abuse, including sexual, physical, verbal, or emotional abuse. Intimate partner violence affects individuals without regard to gender or sexual orientation, and does not discriminate by racial, social, or economic background.

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

Statutory Rape: Statutory rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

Retaliation: Retaliation is defined as any attempt or act to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment, or intent to prevent participation in college proceedings under this policy. Retaliation may include continued abuse or violence, other harassment, and slander and libel. Retaliation may be committed by any individual or group of individuals, not just a respondent or complainant, and may be committed against the complainant, respondent, or any individual or group of individuals involved in the investigation and/or resolution of

an allegation of sexual assault, sexual harassment, or other sexual misconduct.

B. Definitions of Related Terms

Consent: Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision. Consent is informed, voluntary, and actively given. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity. The following further clarifies the meaning of consent:

Each participant in a sexual encounter must obtain consent for all sexual activities. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity. Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.

If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.

Consent may be withdrawn by either party at any time. Once withdrawal of consent has been expressed through words or actions, sexual activity must cease.

An individual who is physically incapacitated from alcohol or other drug consumption [voluntarily or involuntarily], or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.

Coercion: Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would compromise an individual's ability to exercise his or her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm or severe and/or pervasive emotional intimidation, which [a] places an individual in fear of immediate or future harm or physical injury or [b] causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance that impairs the person's ability to give consent.

Incapacitation: An individual is incapacitated when he or she is not able to make rational, reasonable judgments and, therefore, is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically impaired due to alcohol or other drug consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of

circumstances or surroundings, or being unable to communicate for any reason.

An individual in a blackout state may or may not meet the definition of incapacitation. Such an individual may appear to act normally, but later may not have recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware or reasonably could not have known of the alcohol consumption or blackout must be evaluated in determining whether consent could be considered as having been given.

Alcohol and Other Drugs: The College considers sexual contact while under the influence of alcohol or other drugs to be risky behavior. Alcohol and other drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. From the perspective of the Complainant, the use of alcohol or other drugs can limit a person's ability to freely and clearly give consent. From the perspective of a Respondent, the use of alcohol or other drugs can create an atmosphere of confusion over whether or not consent has been freely and clearly sought or given. The perspective of a reasonable person will be the basis for determining whether a Respondent should have been aware of the extent to which the use of alcohol or other drugs impacted a Complainant's ability to give consent.

Being intoxicated or impaired by alcohol or other drugs is never an excuse for sexual assault, sexual harassment, or other sexual misconduct and does not diminish one's responsibility to obtain consent.

IV. Policy Coverage

For purposes of this policy, sexual misconduct encompasses a range of behaviors that can create a hostile educational environment, including sexual assault and sexual harassment.

This policy applies to sexual misconduct that is committed by a NOC student or by a participant in a NOC program regardless of whether that sexual misconduct occurs on campus or off campus if it is

[a] in connection with a NOC-recognized program or activity; or [2] in a manner that may pose an obvious and serious threat of harm to, or that may have the effect of creating a hostile educational environment for, any member[s] of NOC's community.

This policy also prohibits retaliation in connection with any reports of possible sexual misconduct made under this policy. This policy and related processes may also, at NOC's discretion, apply to a Respondent's reported violations of other college policies if, in NOC's judgment, those other allegations are directly related to the reported sexual misconduct.

Sexual misconduct reportedly committed by faculty or staff, including by student-employees in the context of their employment or otherwise not covered by this policy will continue to be addressed in accordance with NOC's Sexual Harassment Policy found in Section 3.8 of NOC's Employee Handbook.

V. Reporting Sexual Misconduct

NOC strongly encourages the prompt reporting of sexual misconduct. The report may be made by:

- ▶ A person who believes they experienced sexual misconduct ["Complainant"]; or
- ▶ A person who has information that sexual misconduct may have been committed by a NOC student or a participant in a NOC program ["Reporter"].

If the Reporter or Complainant chooses not to participate in NOC's review of the report, the College may, as

described below, pursue the report without that person's participation.

A. Non-Confidential Reporting

Reports should be made to NOC's Title IX Coordinator, the Security Office, and the Office of Student Affairs. Reports or disclosures made to any other non-confidential college employee will be directed to the Title IX Coordinator for further review.

B. Confidential Reporting

Complainants and Reporters may contact any of the confidential locations identified in this policy to access confidential assistance or resources or to explore reporting options without initiating further action from the College.

C. Timeliness

To promote timely and effective review, NOC strongly encourages Reporters and Complainants to make reports of possible sexual misconduct within 180 calendar days following the last occurrence of the behavior giving rise to the concern. Although the Title IX Coordinator may pursue a report made after 180 days, the lapse of time may make it more difficult to gather relevant and reliable information. In the event of a sexual assault, NOC strongly recommends the Complainant seek medical attention immediately.

D. Reports to Law Enforcement

NOC also encourages anyone who believes they experienced a sexual assault [or any other crime] to make a report to the Northern Oklahoma State College Security Office [Tonkawa : Room 112 Library-Administration Building, 580.628.1947 or Enid: Room 201E Zollars Memorial Library 580.977.9448] if the assault occurred on campus. For assaults occurring off campus, contact local law enforcement [Tonkawa Police Department, 580.628.2517; Enid Police Department, 580.242.7000]. Designated college staff will, upon request, assist an individual in making a report to law enforcement. For reports relating to off-campus assaults, NOC's Dean of Students can assist in identifying the appropriate law enforcement agency to which to make the report. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical.

In addition, upon being notified of a potential sexual assault or other form of sexual misconduct that may also constitute a crime, the Title IX Coordinator will notify the Vice President of Development and Community Relations to ensure appropriate distribution of college-wide warnings, if needed, and maintenance of accurate statistics.

VI. The College's Response Procedure

Upon receipt of a report, the College will generally proceed as described below.

A. Services

Once the College is put on notice of possible sexual misconduct, the Complainant will be offered appropriate confidential support and other resources and notified of applicable institutional policies. NOC will take appropriate steps to prevent and/or address retaliatory conduct following a report. The institution will provide the student with a written explanation of the student's rights and options. The Respondent will also be offered appropriate confidential support and other resources and notified of applicable institutional policies. If requested, other participants in the process [such as Reporters or witnesses] may also be offered appropriate support services and information. If needed, the Vice President for Student Affairs will help to coordinate the services provided for students by various college offices.

After the initial discussion with a Complainant alleging sexual misconduct, a NOC representative will provide a written acknowledgement of the discussion and the Complainant will sign a statement indicating the course of action he/she wishes to pursue. This written acknowledgement will serve as a notification to involved parties about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available within the institution and in the community. In addition, this written acknowledgement will also include options for available assistance in changing transportation and working situations, changes to academic and living situations, and clarification that the institution must make these accommodations if the victim requests them.

B. Interim Interventions

NOC may also implement interim interventions, as may be appropriate for the individuals involved and for the larger college community. Interim interventions may include separation of the Complainant's and Respondent's academic and living situations or other interventions outlined in Section VI below. These interim interventions may be kept in place until the end of any review or appeal process.

C. Decision to Proceed with Investigation

If the Complainant is willing to participate in the review and investigation process, NOC's Title IX Coordinator will proceed as described in the Investigation section below. If the Complainant requests confidentiality or asks that the report of sexual misconduct not be pursued, The Title IX Coordinator and key staff members will make a recommendation on whether and how to proceed.

In all cases, the final decision on whether, how, and to what extent NOC will conduct an investigation, and whether other measures will be taken in connection with any allegation of sexual misconduct, rests solely with the Title IX Coordinator. Regarding incidents of sexual assault or harassment, NOC will investigate all incidents which it becomes aware of, regardless of whether a complaint is filed.

D. Investigation

The Title IX Coordinator will determine the most effective method of reviewing the concerns raised by the reported sexual misconduct. In all cases, NOC will respond to the report in a prompt, thorough, procedurally fair, and effective manner. Upon receipt of a report, NOC will strive to complete its review within 60 calendar days [unless multiple complaints or multiple incidents are involved]. The typical time frame of 60 calendar days may be extended by the Title IX Coordinator when deemed necessary. In most cases, this review will involve conducting a thorough fact-finding investigation, which includes meeting separately with the Complainant [if participating], Respondent, Reporter [if applicable], and pertinent witnesses, and reviewing other relevant information. Occasionally, a different or less formal response to the report may be warranted [For example, see Section VIII- Informal Resolution Options].

Both the Complainant and the Respondent are entitled to the same opportunities. At any time during the course of an investigation, the Complainant, Respondent, or any witnesses may provide a written statement, other supporting materials, or identify other potential witnesses regarding the matter under review. The Complainant, Respondent, and all witnesses will be advised during the interview process that the matter is confidential. Throughout the process, any person participating in the process may have a support person present at any meeting related to the review of the reported sexual misconduct. Both the Respondent and Complainant may receive periodic updates during the grievance process. NOC will disclose any conflicts of interest between a party and the fact finders or decision makers.

E. Standard of Proof

The Investigator's findings will be made using the preponderance of the evidence standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in sexual misconduct unless a preponderance of the evidence supports a finding that sexual misconduct occurred.

F. Investigation Findings and Outcome Notification

In most cases, the Investigator will prepare a written report at the conclusion of an investigation using written findings of facts, transcripts, and any audio recordings obtained during the investigation. The Investigator's final written report will generally contain, at a minimum:

1. A summary of the investigation;
2. The Investigator's findings; and
3. A summary of the Investigator's rationale in support of the findings.

The Investigator's report and findings must be reviewed and approved by the Title IX Coordinator. NOC's written determination will then be provided simultaneously to the participating Complainant and Respondent. The College neither encourages nor discourages the subsequent disclosure or sharing of the written notification by either person. If a Complainant has chosen not to participate in the College's review of the sexual misconduct report but desires to be notified of the outcome, the College will notify the Complainant. If a Complainant has expressed a desire, in writing, not to be notified of the outcome, the College will honor that decision. In such cases, NOC will not send the notification itself to the Complainant but may proceed with any necessary follow up, including as described below, and may need to provide notification of that follow up if appropriate.

Once a decision has been reached and approved by the Vice President for Student Affairs, a letter will be issued to the Respondent and Complainant sharing, in a manner appropriate to honor due process and privacy considerations, the final sanctions/interventions. In the event that the Complainant is deceased, NOC will notify the next of kin of the outcome of the investigation.

VII. Sanctioning

If the Respondent is found responsible for sexual misconduct, NOC will initiate a sanctioning process designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting NOC's educational mission and Title IX obligations. Sanctions or interventions may also serve to promote safety or deter students from similar future behavior. Some behavior is so harmful to the college community or so damaging to the educational process that it may require more serious sanctions or interventions, such as removal from college housing, removal from specific courses or activities, suspension from the College, or expulsion.

Potential Sanctions or Interventions

Sanctions or interventions may include, but are not limited to, one or more of the following:

- **Formal Reprimand:** A formal notice that the student has violated college policy and that future violation may be dealt with more severely.
- **Disciplinary Probation:** A designated period of time during which the student is not in good standing with the College. The terms of probation may involve restrictions of student privileges and/or set specific behavioral expectations.
- **Restitution:** Reasonable and limited compensation for loss, damage, or injury to the appropriate party in the form of money or material replacement.
- **Restriction from employment at the College:** Prohibition of or limitation on college employment.

- **Class/Workshop/Training/Program Attendance:** Enrollment in and completion of a class, workshop, training, or program that could help the student or the college community.
- **Educational Project:** Completion of a project specifically designed to help the student understand why certain behavior was inappropriate and to prevent its recurrence.
- **College Housing Transfer or Removal:** Placement in another room or removal from college housing. Housing transfers or removals may be temporary or permanent depending on the circumstances.
- **Professional Assessment:** Completion of a professional assessment that could help the student or the College ascertain the student's ongoing supervision or support needs to successfully participate in the college community.
- **Removal from Specific Courses or Activities:** Suspension or transfer from courses or activities at the College for a specific period of time.
- **No Contact:** Restriction from entering specific college areas and/or from all forms of contact with certain persons.
- **Suspension:** Separation from the College for a specified period of time or until certain conditions are met.
- **Expulsion:** Permanent separation from the College.

In addition to the sanctions/interventions applied to students found responsible for sexual misconduct, NOC may find it helpful or necessary to request or require others to undertake specific steps designed to eliminate the misconduct, prevent its recurrence, or remedy its effects. Examples include, but are not limited to, the following:

- Requesting or requiring a college entity to conduct training for its staff or members;
- Making involved parties aware of academic support services available;
- Making involved parties aware of counseling or medical services available;
- Arranging, where possible, for a party to re-take or withdraw from a course without penalty; and
- Revising college policies, practices, or services.

VIII. Review of the Decision

Either party may appeal the outcome of the matter except where a Respondent has accepted an agreement under the sanctioning process outlined above. A review of the matter will be efficient and narrowly tailored. A party may seek review only on the following grounds:

1. A material deviation from the procedures affected the outcome of the case;
2. There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation that could reasonably affect the investigation findings;
3. The sanctions/interventions are inappropriate or disproportionate to the determined violation[s]; or
4. A review of all available and relevant information indicates that the evidence clearly does not support the finding[s] and provides firm and definite support for modifying the original finding[s]. To request a review, a party must submit a written appeal to the Vice President for Student Affairs within ten (10) calendar days of the date of the notification of the decision regarding any sanctions or interventions.

The Appeals Board described in the Student Code of Conduct [Student Handbook] will strive to complete review of an appeal within 15 days of its receipt. In a closed session, the Appeals Board will review the matter based on the issues identified in the request for appeal. The Appeals Board may conclude that there are no relevant issues of concern and therefore recommend that the Vice President for Student Affairs

affirm the final decision and any sanctions/interventions. If the Appeals Board identifies issues of concern, the Board will provide the Vice President with one of the following recommended actions and any additional instructions or recommendations it deems appropriate under the circumstances:

1. If there was a material deviation from procedure, remand the matter to the Title IX Coordinator and/or a new Investigator with corrective instructions from the Appeals Board;
2. If new information appears relevant, refer the matter to the Title IX Coordinator and the original Investigator, if available, to determine whether any modifications may need to be made to the original investigative report;
3. If the sanctions are clearly inappropriate or disproportionate, alter the sanctions or interventions accordingly; or
4. If the evidence clearly does not support the finding(s) and provides firm and definite support for modification, the matter will be submitted to the VPASSS or designee to review, in consultation with the Title IX Coordinator, and make any necessary modifications to the report. After necessary consideration and consultation with others, as appropriate, including the Title IX Coordinator, the Vice President or designee may accept or modify the recommendations made by the Appeals Board. The Vice president's final and unreviewable decision will be made available to the participating parties, in writing, simultaneously.

IX. Informal Resolution Options

The College recognizes that in some limited circumstances [and never in sexual assault cases] voluntary informal resolution options may, if implemented consistently with institutional values and legal obligations, be an appropriate means of addressing some behaviors reported under this policy. The informal resolution options available under this policy recognize:

- Sexual misconduct affects Complainants, Respondents, Reporters, community members, family members, and others [collectively "affected parties"];
- Affected parties often benefit when resolution processes and outcomes are tailored to meet their unique needs and interests;
- Complainants and other affected parties may find it useful to meet with a Respondent who acknowledges the substance of the underlying events and who acknowledges that the Complainant or other affected parties have reported experiencing harm as a result;
- Structured interaction between affected parties can facilitate long-term healing and reduce recidivism; and
- Participants in informal resolution processes must be protected from secondary victimization and other potential harms.

With approval from the Title IX Coordinator, informal resolution options may be used during any of the following phases of the resolution process:

- The investigation phase: as a means of addressing the reported or admitted behavior, preventing its recurrence, and remedying its effects absent a formal finding;
- The sanctioning phase: as a means of creating appropriate sanctions or interventions after a finding of responsibility; and/or
- The reintegration phase: as a means of reintegrating the Respondent into the college community after a period of separation and addressing any lingering community concerns.

The following conditions must be satisfied for an informal resolution process to be initiated:

- The Title IX Coordinator must have reviewed the matter to the extent necessary to confirm that it is of the type that would be appropriate for an informal resolution process and must have concluded, in consultation with appropriate college employees, that use of an informal resolution

- process would be consistent with the College's legal obligations under Title IX or otherwise;
- Participating parties must have voluntarily elected to pursue an informal resolution process without pressure or compulsion from others and must have been advised that they may withdraw from the process at any time and pursue a formal complaint if desired;
- The Respondent must acknowledge the substance of the underlying events and that the Complainant and other affected parties have reported experiencing harm as a result; and
- Individuals who wish to participate in an informal resolution process must have successfully completed preparatory meetings with appropriate staff.

Individuals may be accompanied by a support person at any meeting related to the informal resolution process. Information shared or obtained during an informal process will be treated as confidential to the extent permitted by law and will not result in subsequent disciplinary action by the College, unless additional action is deemed necessary to fulfill the institution's legal obligations. Any agreements reached in an informal process must be approved by the Vice President for Student Support Services, who will consult with the Title IX Coordinator to ensure consistency with the College's Title IX obligations. If the Vice President for Student Affairs approves an agreement, the Respondent will be required to comply with the agreement. If no agreement is reached, the matter may be referred to the Title IX Coordinator for further action.

For further information regarding informal resolution options, including whether a specific matter may be eligible for informal resolution, an affected party may consult the Vice President for Student Affairs.

X. Student Expectations and Rights

All students are afforded the rights outlined in the Student Code of Conduct [Student Handbook]. Certain additional student protections and expectations pertain to the process for resolving student sexual misconduct allegations. Upon notification of an offense, students will be provided with a written explanation of their rights and options. Respondents and Complainants participating in this process may also expect the following:

- Respect for privacy
- Information and choice on participation
- Access to confidential assistance and resources
- Other resources for students
- Protection from retaliation and assurance of fair treatment
- Timeliness of process
- Coordination with concurrent legal proceedings
- Respect for medical amnesty provisions
- Confidential college counseling services

A. College Resources

The Dean of Students provides direct support to students who are involved in the review of possible sexual misconduct reported under this policy. The Dean of Students also coordinates interim separation issues when necessary.

Ryan Paul
Dean of Students

Northern Oklahoma College
1220 East Grand Ave
Tonkawa, OK 74653
580.628.6240
ryan.paul@noc.edu

The Security Office provides direct support to faculty, staff, and students in reporting sexual misconduct, and if necessary, assists the local police department in conducting the investigation of the alleged misconduct.

Rick Lowe
Security Officer
Northern Oklahoma College
1220 East Grand Ave
Tonkawa, OK 74653
580.628.1947
rick.lowe@noc.edu

B. Community Resources

Any member of the NOC community may also contact the following community resources:

Women's Resource Center/Domestic Violence and 24-Hour Rape Crisis Hotline
580.762.2873

Kaw Nation Domestic Violence Program 24-Hour Crisis Hotline
580.716.8156

Alliance Health Ponca City Hospital
580.765.3321

NOC is committed to providing a variety of programs which are designed to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Examples include online education and campus presentations.

XI. Definitions

For purposes of this policy, the following terms have the definitions provided below. Please note that some of these terms may also be used in other contexts, such as in connection with concurrent legal proceedings, and that they may have different meanings in those contexts.

Complainant: An individual who reportedly experienced sexual misconduct, regardless of whether that individual participates in the disclosure or review of that report by the College at any point.

Consent: Clear and unambiguous agreement, expressed in mutually understandable words or actions, to engage in a particular activity. Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent cannot be validly given by a

person who is incapacitated. For purposes of this policy, the issue is whether the Respondent knew, or should have known, that the activity in question was not consensual.

Incapacitated: Lacking the physical and/or mental ability to make informed, rational judgments. This may have a variety of causes including, but not limited to, being asleep or unconscious, having consumed alcohol or taken drugs, or experiencing blackouts or flashbacks.

Investigator: An appropriately trained individual, who may be a college employee, who reviews and investigates reports of sexual misconduct under this policy.

Reporter: An individual who reports a concern regarding possible sexual misconduct to the College. A Reporter need not be a Complainant.

Respondent: College student or participant in a college program who is reported to have engaged in sexual misconduct. This term also includes individuals whose identities are unknown if [a] there is reason to believe that they may be a college student or participant in a college program or [a] the Complainant or Reporter is a student.

Sexual Misconduct: Umbrella term used to encompass unwanted or unwelcome conduct of a sexual nature that is committed without valid consent, including sexual assault and sexual harassment. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct that result in negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation in connection with a Complainant's or Reporter's allegations under this policy. Sexual misconduct may include the following: Examples may include, but are not limited to, the following: unwanted sexual statements; unwanted personal attention including stalking and cyber-stalking; unwanted physical or sexual advances that would constitute sexual assault, as defined in this policy; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved; touching oneself sexually for others to view; and voyeurism [spying on others who are in intimate or sexual situations].

Conduct reported as sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient. [For example, a single instance of sexual assault can constitute sexual harassment].

Support Person: An individual or individuals chosen by a Complainant, Respondent, Reporter, or witness to provide support during the review of a report of possible sexual misconduct under this policy. The person(s) chosen may not already be directly involved in the investigative process [for example, as a Complainant, Respondent, witness, or Reporter] and may not speak on behalf of the person they are supporting, but instead may be present only to provide assistance or advice to the individual they are supporting. An attorney representing an involved party in a related criminal proceeding may be present in an advisory capacity only.

Title IX: Title IX of the Education Amendments of 1972 [Title IX] [20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106] [as amended] is a federal law that prohibits sex-based discrimination, including sexual harassment and sexual assault, in education programs that receive federal financial assistance.

Title IX Coordinator: The College official charged with ensuring the College's overall compliance with Title IX and related college policy.

College Program: A college-sponsored activity that primarily includes elementary, secondary, or postsecondary student participants.

XII. Related Information

Advocacy: Investigators do not function as advocates for Complainants or Respondents. Investigators can, however, identify support resources for Complainants and Respondents [See Confidential Assistance]. The Vice President for Student Affairs may coordinate services for students upon request.

Anonymous Complainants: NOC may not be able to fully address reports received from anonymous sources unless sufficient information is furnished to enable the College to conduct a meaningful and fair investigation. The College will, however, take whatever steps it deems appropriate in the best interests of the overall college community, consistent with the information available. Anonymity may limit the institutions ability to investigate and respond to the allegations.

Non-Confidential Reporting Locations: Unless an office has been designated as a confidential resource, as described above, students should assume that any other college office to which a report is made will share that report with the Title IX Coordinator for review and handling in accordance with this policy. As noted above, the Title IX Coordinator may also share that report with the Security Office if it involves a sexual assault or other crime.

Student-Employees: Student-employees who are reported to have engaged in sexual misconduct in their employment capacity will continue to be subject to review under NOC's Sexual Harassment Policy [See Employee Handbook] rather than under this policy. If a student-employee is found to have engaged in sexual misconduct, the student-employee may be subject to sanctions both in connection with their employment and in connection with their student status.

XIII. Annual Reporting

The Security Office will issue an Annual Security Report to the Northern Oklahoma College community that will include all reports of sexual misconduct. The Annual Security Report can be found under the Students section of NOC's homepage. The report will inform the community of response efforts and engage the community in education and prevention initiatives.

Employee Sexual Assault, Sexual Harassment and Sexual Misconduct Policy

Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended as well as a violation of state and college law. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed individuals may lodge a complaint immediately and confidentially.

Northern Oklahoma College is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. In keeping with this commitment, NOC prohibits sexual harassment of any member of the college community and has designated the Vice President for Student Affairs as the college's Title IX Officer. Sexual harassment in any form, including verbal, written, physical, or visual harassment, will not be tolerated.

As members of NOC's college community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and those they supervise, need to be aware of the potential conflicts of interest and the possible compromise of their evaluative capacity. Due to the inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of faculty and staff to behave in such a manner that their words and actions cannot reasonably be perceived as sexually coercive, abusive or exploitive. Sexual harassment also can involve relationships among equals as when repeated advances, demeaning verbal behavior or offensive physical contact interfere with an individual's ability to work and study productively. **Prohibited Conduct and Definitions**

The College expects all members of the NOC community to conduct themselves in a manner consistent with the NOC mission statement, as described in the Student Handbook, and the Employee Handbook. Northern Oklahoma College prohibits sexual assault, sexual harassment, and any other sexual misconduct.

A. Definitions of Prohibited Conduct

Sexual Assault: Sexual assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use of or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated.

Sexual assault includes the following acts:

- ▶ Attempted or actual penetrations.
- ▶ Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, with another person.

All Other Forms of Non-Consensual Sexual Contact Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include, but is not limited to, kissing or touching the private parts of another or causing the other to touch the harasser's private parts.

Consent and related terms are defined in part B of this section.

Sexual Exploitation: Sexual exploitation is an act or omission to act that involves taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for his or her own advantage or to benefit or advantage anyone other than the Complainant.

Examples of sexual exploitation include but are not limited to the following:

- Creating a picture[s], movie[s], webcam, tape recording[s], graphic written narrative[s], or other means of memorializing sexual behavior or a state of undress of another person without the other person's knowledge and consent;
- Sharing items described in the paragraph above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only;
- Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge and consent of that person;
- "Peeping Tom" or voyeuristic behaviors;
- Engaging in sexual behavior with knowledge of an illness or disease (HIV or STD) that could be transmitted by that behavior without full and appropriate disclosure to the partner[s] of all health and safety concerns;

- Engaging in or attempting to engage others in “escort services” or “dating services” which include or encourage in any way sexual behavior in exchange for money;
- Intentionally, knowingly, or covertly providing drugs or alcohol to a person for the purpose of sexual exploitation; or
- Exposing another person to pornographic material without the person’s advance knowledge or consent.

Stalking: Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other 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. This includes cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or make unwelcome contact with another person.

Sexual Harassment: Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or
- Such conduct has the purpose or effect of:
 - Unreasonably interfering with an individual’s academic or professional performance; or
 - Creating an intimidating, hostile, or demeaning employment or educational environment.

A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

Examples of potentially sexually harassing behaviors include, but are not limited to, the following:

- ▶ Unwelcome sexual advances, sexual innuendo, or requests for sexual favors in person, by phone, by electronic message or photo, written words or images such as graffiti, and social media postings;
- ▶ Unwelcome behavior of a sexual nature by a faculty member, coach, or other staff person directed towards a student, a colleague, or other community member;
- ▶ A person in a position of authority (such as a faculty member, coach, supervisor) suggesting that an educational or employment benefit will result from submission to some unwelcome behavior of a sexual nature or will be denied for refusal to engage in sexual activity;
- ▶ Repeated sexual remarks, offensive stories, remarks about sexual activity or experiences, sexual innuendoes or other suggestive comments that are unwanted and unwelcome by another;
- ▶ Displaying or showing pictures, cartoons, and other printed materials of a sexual nature in the workplace or in an educational setting where there is insufficient academic relevance; or
- ▶ Exposing the private parts of one’s body to another person or in public forums.

Intimate Partner Violence: Intimate partner violence is also sometimes known as and includes dating violence or domestic violence.

Dating Violence: Dating violence includes violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.

Domestic Violence: Domestic violence crimes in Oklahoma are crimes of assault or assault and battery committed against a victim who is a current or former spouse of the offender, spouse of the offender's former spouse, family member of the offender (by blood or marriage), foster parent of the offender, person the offender is dating or dated in the past, person the offender lives with or lived with previously, or person with whom the offender has a child.

The College recognizes that sexual assault, sexual exploitation, sexual harassment, stalking, and retaliation may all be forms of intimate partner violence when committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. In general, intimate partner violence includes physically, sexually, and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threatens violence. Intimate partner violence also occurs when one partner attempts to maintain power and control over the other through one or more forms of abuse, including sexual, physical, verbal, or emotional abuse. Intimate partner violence affects individuals without regard to gender or sexual orientation, and does not discriminate by racial, social, or economic background.

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

Statutory Rape: Statutory rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

Retaliation: Retaliation is defined as any attempt or act to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment, or intent to prevent participation in college proceedings under this policy. Retaliation may include continued abuse or violence, other harassment, and slander and libel. Retaliation may be committed by any individual or group of individuals, not just a respondent or complainant, and may be committed against the complainant, respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual assault, sexual harassment, or other sexual misconduct.

B. Definitions of Related Terms

Consent: Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision. Consent is informed, voluntary, and actively given. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity. The following further clarifies the meaning of consent:

Each participant in a sexual encounter must obtain consent for all sexual activities. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity. Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse

sexual activity is not necessarily giving consent.

If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.

Consent may be withdrawn by either party at any time. Once withdrawal of consent has been expressed through words or actions, sexual activity must cease.

An individual who is physically incapacitated from alcohol or other drug consumption [voluntarily or involuntarily], or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.

Coercion: Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would compromise an individual's ability to exercise his or her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm or severe and/or pervasive emotional intimidation, which [a] places an individual in fear of immediate or future harm or physical injury or [b] causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance that impairs the person's ability to give consent.

Incapacitation: An individual is incapacitated when he or she is not able to make rational, reasonable judgments and, therefore, is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically impaired due to alcohol or other drug consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

An individual in a blackout state may or may not meet the definition of incapacitation. Such an individual may appear to act normally, but later may not have recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware or reasonably could not have known of the alcohol consumption or blackout must be evaluated in determining whether consent could be considered as having been given.

Alcohol and Other Drugs: The College considers sexual contact while under the influence of alcohol or other drugs to be risky behavior. Alcohol and other drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. From the perspective of the Complainant, the use of alcohol or other drugs can limit a person's

ability to freely and clearly give consent. From the perspective of a Respondent, the use of alcohol or other drugs can create an atmosphere of confusion over whether or not consent has been freely and clearly sought or given. The perspective of a reasonable person will be the basis for determining whether a Respondent should have been aware of the extent to which the use of alcohol or other drugs impacted a Complainant's ability to give consent.

Being intoxicated or impaired by alcohol or other drugs is never an excuse for sexual assault, sexual harassment, or other sexual misconduct and does not diminish one's responsibility to obtain consent.

Handling of Complaints

Northern Oklahoma College encourages all employees who believe they have been sexually harassed, or employees who have received reports of sexual harassment, to contact the Title IX Coordinator and provide complete details of the allegation. Reports should occur within 60 days after the incident. Employees have a responsibility to the institution to report incidents of harassment. Once the College is put on notice of possible sexual misconduct, the Complainant will be offered appropriate confidential support and other resources and notified of applicable institutional policies. The institution will provide the employee with a written explanation of the employee's rights and options. After the initial discussion with a Complainant alleging sexual misconduct, the Title IX Coordinator will provide a written acknowledgement of the discussion and the Complainant will sign a statement indicating the course of action he/she wishes to pursue. This written acknowledgement will serve as a notification to involved parties about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available within the institution and in the community. In addition, this written acknowledgement will also include options for available assistance in changing transportation and working situations, changes to academic and on-campus living situations, and clarification that the institution must make these accommodations if the victim requests them.

Upon receipt of a complaint, the Title IX Coordinator will conduct an investigation into the matter. In all cases of sexual harassment complaints, a written report detailing the allegation, parties involved, method of investigation, conclusion and recommendation of the investigator shall be prepared and submitted to the Vice President of Student Affairs. Appropriate disciplinary action may include a range of actions up to and including termination. Any disciplinary action may be appealed according to due process procedures described in Board of Regents Policy.

Retaliation

Northern Oklahoma College is an Equal Opportunity Employer and as such views any attempt to penalize or retaliate against a person for filing a complaint, or participating in the investigation of a complaint of sexual harassment as an equally serious form of harassment. NOC does not tolerate harassment in any form and will take appropriate action to address any identified form of harassment.

Sex Offender Registration Policy

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community how to access information concerning registered sex offenders. To view registered sex offenders in Oklahoma, please visit <https://sors.doc.state.ok.us/svor/f?p=119:1:>

It also requires sex offenders already required to register in a State to provide notice, to the

appropriate state agency, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

Definitions of Clery Act Crimes Types of Offenses

Criminal Homicide:

- ▶ Murder & Non-Negligent Manslaughter - willful killing of one human being by another.
- ▶ Negligent Manslaughter - killing of another person through gross negligence.

Sex Offenses:

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

- ▶ Rape - the carnal knowledge of a person.
- ▶ Sodomy - oral or anal sexual intercourse with another person.
- ▶ 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.
- ▶ Fondling - the touching of the private body parts of another person for the purpose of sexual gratification.

Non-Forcible Sex Offenses - are unlawful, non-forcible sexual intercourse.

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

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.

- ▶ Firearm
- ▶ Knife or cutting instrument
- ▶ Other dangerous weapon
- ▶ Strong arm

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting

- ▶ Firearm
- ▶ Knife or cutting instrument
- ▶ Dangerous weapons
- ▶ Hands, fists, feet, etc

Burglary - The unlawful entry into of a structure to commit a felony or a theft.

- ▶ Forcible Entry
- ▶ Unlawful Entry - No Force
- ▶ Attempted Forcible Entry

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle.

- ▶ Autos
- ▶ Trucks and Buses
- ▶ Other vehicles

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

- ▶ Structural
- ▶ Mobile
- ▶ Other

Hate Crimes

Include any of the above crimes that manifest evidence that the victim was intentionally selected because of the perpetrator-bias.

- ▶ Race
- ▶ Gender
- ▶ Religion
- ▶ Sexual Orientation
- ▶ Ethnicity/ national Origin
- ▶ Disability
- ▶ Larceny-theft
- ▶ Simple assault
- ▶ Intimidation
- ▶ Destruction, damage, or vandalism of property

Arrests and Referrals Disciplinary Action

- E. Illegal weapons possession
- F. Violations of drug laws
- G. Violations of liquor laws

Annual Fire Safety Report

All fires should be reported to 911. To report fires always call 911 first then report it to the Campus Security call 580.628.1947 for Tonkawa and 580.977.9448 for Enid. All Non-emergency situations/fires should be reported to the on-site Resident Assistant or the Security Officer on Duty. Fire alarms should be sounded in areas where they are available. Buildings should be evacuated immediately for large uncontrolled fires or heavy smoke. All doors should be closed after building is evacuated. Once outside the building, individuals should proceed to safe areas at least 200 feet from the building, with care taken not to block passageways and roadways so accessibility can be maintained for rescue personnel.

Employees and students should not return to the building until appropriate authorities at the scene declare an all-safe condition. In the event of injuries, Campus Security will render fire aid and call for Emergency Medical Services.

All fires should be reported immediately to Safety and Security so each fire may be counted in the statistics, in the annual fire safety report.

Campus Safety and Security

Criminal Offenses

	2015-2016		2016-2017		2017-2018		2018-2019	
	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid
Non Campus								
Murder	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Sex offenses-Non-forcible	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
On Campus								
Murder	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Sex Offenses-Non-forcible	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0

Campus Safety and Security

Criminal Offenses

	2015-2016		2016-2017		2017-2018		2018-2019	
	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid
On-Campus - Student Housing								
Murder	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Sex offenses-Non-forcible	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Public Property								
Murder	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Sex Offenses-Non-forcible	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0

*Information obtained from <http://ope.ed.gov/campusafety/#/> as submitted in Clery Report by NOC updated in October for previous year.

Disciplinary Actions

	2015-2016		2016-2017		2017-2018		2018-2019	
	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid
On Campus								
Weapons: Carrying, Possessing, etc	0	0	0	0	0	0	0	0
Drug Abuse Violations	3	0	1	4	0	0	0	0
Liquor Law Violations	12	26	23	20	24	14	15	42
On-Campus - Student Housing								
Weapons: Carrying, Possessing, etc	0	0	0	0	0	0	0	0
Drug Abuse Violations	3	0	1	4	0	0	4	0
Liquor Law Violations	12	26	23	20	24	14	15	42

Arrests

	2015-2016		2016-2017		2017-2018		2018-2019	
	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid
On Campus								
Weapons: Carrying, Possessing, etc	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	1	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0
On-Campus - Student Housing								
Weapons: Carrying, Possessing, etc	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	1	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0

Campus Safety and Security

Hate Crimes

	2015-2016		2016-2017		2017-2018		2018-2019	
	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid
Non Campus								
Murder	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism	0	0	0	0	0	0	0	0
On-Campus								
Murder	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism	0	0	0	0	0	0	0	0

Campus Safety and Security

Hate Crimes

	2015-2016		2016-2017		2017-2018		2018-2019	
	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid
On-Campus - Student Housing								
Murder	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism	0	0	0	0	0	0	0	0
Public Property								
Murder	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism	0	0	0	0	0	0	0	0

Fire Log

NOC maintains a written, easily understood fire log that records any fire that occurred in an on-campus student housing facility. This log includes the nature, date, time, and general location of each fire. This log is kept in the Office of Student Affairs and is available for public inspection.

RESIDENCE HALL EVACUATION

What should I do if a fire breaks out?

- Close the door to the fire area.
- Activate the nearest fire alarm.
- Calmly but quickly exit the building.
- Remain at least 100 feet from the building.
- Pay close attention to information or requests made by the fire department, Northern Oklahoma College Security Department, or Residential Life staff.

What should I do if I hear the fire alarm?

Feel your room door with the back of your hand from top to bottom. If it is not hot, do the following:

- Put on a coat and shoes.
- Take a hat or comparable head protection in the winter.
- Take your keys.
- Close and lock your room door.
- Walk quietly and in single file to the nearest exit of the building.
- Remain at least 100 feet from the building.
- Pay close attention to instructions from the fire department, Northern Oklahoma College Security Department, and Residential Life Staff.

If your door is hot, do the following:

- **DO NOT OPEN YOUR DOOR. KEEP YOUR DOOR CLOSED.**
- Go to the window, open it, and call for help. **DO NOT JUMP.**
- Stay near the window where you can be seen.

What should I do if I have a disability?

- Notify the Residential Life staff immediately to inform them of the situation.
- If you are not on the ground floor, do not use the elevators. Plan in advance with your floor mates to help you down the stairs in the event of a fire.
- If it is not safe to leave your room because the fire is on your floor, you should go to the nearest window and call for help. Stay close to the window where you can be seen.

What should I do if I am a sound sleeper or am hearing or visually impaired?

- If you are a sound sleeper or have a medical condition that may hinder you from hearing the fire alarm, it is your responsibility to make arrangements with a floor mate to ensure that you evacuate the building when the alarm sounds. If you have a medical condition that hinders your ability to respond to the alarm, temporary or otherwise, it is your responsibility to visit the Office of Student Disability Services for advice and assistance regarding special accommodations.

Fire Drills

The Security Office in conjunction with Resident Life Office will conduct at least one fire drill every semester at each On-Campus Student Housing Facility. Some of these drills may be unannounced.

Fire Safety

Fire Safety training in resident housing is covered each semester at the dorm meetings. All residents are informed about the all dorm rules and regulations.

Prohibited Conduct includes:

- F.** Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights. Because it is imperative that fire and safety equipment functions properly when it is needed, the following acts are prohibited:
- G.** Tampering with or pulling a fire alarm under false pretense.
- H.** Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
- I.** Obstructing halls and stairwells with furniture, debris and/or other items. Residents who jeopardize the security or safety of any resident will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution, and disciplinary measures.
- J.** There will be absolutely No Tobacco use allowed in any of the housing units on campus. No smoking or open flames of any kind are allowed. Failure to abide by this rule will result in disciplinary action.

Prohibited appliances include open coil cooking appliances, electric griddles, and George Foreman Grills. Also prohibited are portable heaters, air conditioners, large amplifiers [public address system, oversize stereos, and musical instruments]. Any electrical extension cord that is used must be 14 gauge or heavier. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks or other defects. Please be aware that over loading an electric circuit with too many appliances can cause problems. Some appliances or furnishings have a higher likelihood of contributing to unsafe environments for community living.

Safety and Security: For the safety and security of all students, you are required to comply with the safety and security procedures in College Residence Hall and may not tamper with locked doors or admit unauthorized people into buildings. There will be no flammable materials or explosives stored in or about the housing area. This includes petroleum products, fireworks, etc. There will be no firearms or weapons (including paint-ball/pellet/air guns) permitted in the housing units. ***Persons placing false fire alarms, interfering with a fire alarm system, interfering with firemen, tampering with or removing fire-fighting and monitoring equipment, are subject to prosecution under Oklahoma law and/or disciplinary action by the College.*** For the protection and safety of our community, announced and unannounced fire drills will be held at the direction of a Security Officer during the academic year. To become familiar with evacuation routes, cooperation is mandatory. Anytime the alarm sounds residents are to leave the building. ***Participation in fire evacuations are required by state law.***

Campus Safety and Fire Statistics

Fire Statistics

	2015-2016		2016-2017		2017-2018		2018-2019	
	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid	Tonkawa	Enid
Fires	0	0	0	0	0	0	0	0
Injuries	0	0	0	0	0	0	0	0
Deaths	0	0	0	0	0	0	0	0
Value of Property Damaged by Fire	0	0	0	0	0	0	0	0

